

**MANSFIELD UNIVERSITY**  
**Mansfield, Pennsylvania**

**Wednesday, March 25, 2009**  
**6<sup>th</sup> Floor Community Room, North Hall**  
**11:00 a.m.**

**COUNCIL OF TRUSTEES**

**MINUTES**

**I. MEETING CALLED TO ORDER**

Chairman Meyer called the meeting to order at 11:27 a.m.

**FOR THE RECORD:** In accordance with the Sunshine Law, this meeting was advertised in the *Wellsboro Gazette* on March 11, 2009.

**II. RECORDING OF ATTENDANCE**

The following Trustees were in attendance:

Ms. Tessa Bieber, Student Member  
Mr. Thomas A. Browning, Member  
Mr. Richard P. Cashman, Secretary  
Mr. Lewis B. Lee, Member  
Mr. Craig G. Litchfield, Member  
Mr. Ralph H. Meyer, Chair  
Ms. Ada Mae Saxton, Member  
Mr. Howard J. Smith, Jr., Member  
Dr. Robert D. Strohecker, Vice Chair

The following Trustees were not in attendance:

Ms. Carol J. Tama, Member

## **II. RECORDING OF ATTENDANCE (Continued)**

Members of the University staff who were in attendance are as follows:

Dr. Maravene Loeschke, President  
Mr. Brian Barden, Executive Director of Enrollment Services  
Ms. Dia Carleton, Executive Director of Human Resources  
Mr. William Chabala, President, APSCUF  
Mr. Charles Colby, Associate Vice President for Residence Life  
Dr. Scott Davis, University Senate President  
Dr. Deborah Erickson, Associate Provost  
Mr. James Harrington, Associate Vice President for Student Affairs  
Mr. Dennis Heinle, Director of the Leadership Institute  
Ms. Anne M. LaVancher, Secretary to the Council of Trustees  
Mr. Dennis Miller, Director of Public Relations and Publications  
Mr. Michael L. Reid, Vice President of Finance and Administration  
Dr. Robert Timko, Interim Dean of Arts and Sciences  
Mr. Larry Watts, President, SCUPA

Others in Attendance:

Ms. Shantee Proctor, President, Student Government Association  
Ms. Kate Plaska, Student

## **III. PUBLIC COMMENTS**

Chairman Meyer invited public comments. No comments were received.

## **IV. APPROVAL OF MINUTES**

November 19, 2008 (Exhibit A)

**A motion was made by Mr. Lee, seconded by Mr. Browning, and unanimously carried to approve the minutes of November 19, 2008 as written.**

## V. COMMITTEE REPORTS

### A. Academic Affairs Report

Mr. Barden, Executive Director of Enrollment Services, noted the topics discussed in the Academic Affairs report:

- Presentation about Mansfield University's Enrollment Management plan and direction;
- Admission applications for fall are down 3.35%; confirmations for fall are up 5%;
- PDE changes for grades four through eight middle level education will be on-line for fall 2010.

### B. Finance and Administration Report

Mr. Reid noted the topics discussed in the Finance and Administration report:

- External financial support to the Mansfield University Foundation;
- Auditor's report FY 2008 by Parente Randolph – the report was presented at the November Trustee meeting;
- Purchase orders above and below \$10,000 for the period October 16, 2008 through January 15, 2009;
- Annual inspection of facilities report;
- University's budget status for 2008-2009 and 2009-2010;
- Financial aid and scholarship support status.

#### Approval of Purchase Orders of \$10,000 or more

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Mr. Browning, seconded by Mr. Smith, and unanimously carried to approve the purchase orders of \$10,000 or more for the period of October 16, 2008 through January 15, 2009 for a total of \$583,100.55** as identified in Exhibit B.

#### Approval of Purchase Orders less than \$10,000

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Ms. Saxton, seconded by Dr. Strohecker, and unanimously carried to approve the purchase orders of less than \$10,000 for the period of October 16, 2008 through January 15, 2009 for a total of \$644,690.24** as identified in Exhibit C.

#### Approval of the Resolution Certifying Direct Financial Support

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Dr. Strohecker, seconded by Mr. Lee, and unanimously carried to approve the resolution and supporting documentation certifying the direct financial support of the Mansfield University Foundation for the fiscal year ending June 30, 2008** as identified in Exhibit D.

**V. COMMITTEE REPORTS** (continued)**B. Finance and Administration Report** (continued)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. Litchfield, seconded by Mr. Browning, and unanimously carried to approve the independent auditor's report for the fiscal year ending June 30, 2008.**

**C. Human Resources Report**

Ms. Carleton noted the topics given in the Human Resources Report:

- Affirmative action data review;
- Wellness challenge and PASSHE wellness program;
- Application tracking system with Image Trend;
- Events:
  - Third community connection dinner for international students and the community;
  - Take Your Child to Work Day will be held on April 23;
  - Employee Service Recognition Celebration will be held on April 28;
  - "Gratitude Tree" celebration will be April 29.

**D. Leadership Institute Report**

Mr. Heinle noted the topics given in the Leadership Institute Report:

- Mountaineer Leadership Program update;
- Leadership scholarship fundraising;
- Leadership speaker series with a goal of six to eight speakers for the next academic year.

**E. Student Affairs/Residence Life Report**

Mr. Colby and Mr. Harrington noted the topics given in the Student Affairs Report:

- Review of goals for 2008-2009 for Student Affairs and Residence Life;
- Thanks to Ms. Proctor and Ms. Bieber for their service to MU as student leaders;
- Discussion regarding the recommended changes to the *Mountie Manual* as discussed in the November meeting;
- Discussion regarding proposed changes to the Residence Hall and Dining Agreement;
- Discussion regarding proposed changes to the housing and dining rates for FY 2009-2010;
- Students Working Against Tobacco program update;
- Review of the housing master plan.

**V. COMMITTEE REPORTS** (continued)**E. Student Affairs/Residence Life Report** (continued)**Approval of Judicial and Academic Due Process Procedures**

Upon the recommendation of the Associate Vice President for Residence Life and the President, **a motion was made by Mr. Lee, seconded by Ms. Saxton, and unanimously carried to approve the changes to the *Mountie Manual* Judicial and Academic Due Process Procedures** as identified in Exhibit F.

**F. University Advancement Report**

President Loeschke noted the following topics discussed in the University Advancement report:

- Administration will take a serious look at the University Advancement structure for cost effectiveness/efficiency;
- Fundraising update.

**VI. OLD BUSINESS**

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Dr. Strohecker, seconded by Mr. Smith, and unanimously carried to approve the Annual Physical Inspection of Facilities report** as identified in Exhibit E.

**VII. NEW BUSINESS****Strategic Plan Implementation Team Report**

Mr. Reid, chair Community Relations Implementation Team, reported the following:

- The committee is composed of students, community members, university staff and faculty;
- Members include: Mike Reid, Irene Morgan, Abe Ghods, Gayle Hall, Dennis Miller, Jamie Miller, Steve Plesac, Chris Shegan, Bob Strohecker, Tom Wierbowski, Allen Zellner, Aaron Hackman and Jess Ricker
- Evaluation of how MU relates to the community;
- Review of the charge to the committee;
- List of goals and action items of the committee: relationships/partnership that foster entrepreneurial development opportunities, more vibrant campus life and revitalization of our local community; expand presence for campus events; developing centralized location for all campus information to visitors and students.

**VIII. INFORMATION ITEMS**

No items discussed.

**IX. EDUCATIONAL FEATURE – Mountaineer Leadership Presentation**

Ms. Kate Plaska, a senior Criminal Justice Administration major and member of the Mountaineer Leadership Program, talked about the Mountaineer Leadership Program and provided a presentation about Leadership Weekend 2008 at Mansfield University. Ms. Plaska will continue her education in the Masters of Organizational Leadership program.

**X. REPORTS**Student Government Association (SGA)

Ms. Shantee Proctor, President SGA, provided the following report:

- There is a new marquee on the Alumni Hall Student Center purchased by SGA;
- SGA elections will be held this week and they will use Wellsboro's polling equipment;
- Committee on Finance and SGA bylaws have been revised;
- SGA will participate in the "Big Event" for the community.

PACT

Mr. Meyer gave the information about the PACT conference:

- The next conference will be held April 1-3, 2009 in Harrisburg;
- The conference is in conjunction with PASSHE's 25<sup>th</sup> anniversary celebration.

President Maravene Loeschke

Dr. Loeschke noted the following:

- Strategic Plan is moving forward and is a living plan. Each goal has an implementation team, all of which have been meeting regularly;
- Dr. Keller has been onboard for a week as Provost and is bringing stability to the Academic Affairs;
- The searches for two dean positions have begun;
- Alumni Relations Office is moving to the ground floor of Alumni Hall;
- Thanks to Dr. Timko for his service as Interim Dean of Arts and Sciences;
- Thanks to Dr. Erickson as Associate Provost and best of luck to her in her position as Provost at Lock Haven University;
- Harry Hillson celebrated his 700<sup>th</sup> career win in baseball;
- Sprint football has a full roster for the coming season;
- Football has been invited to Army's bowl game in the fall;
- The boxing team's, Jarrell Hill, won the teams first regional gold medal.

**XI. OTHER BUSINESS**

Ms. Bieber thanked COT for the pleasure of serving as a member of the board. She also noted that she received six applications from student Trustee candidates.

**XII. DATE OF NEXT MEETING**

The next regular meeting of the Mansfield University Council of Trustees will be held on **Wednesday, May 27, 2009 at 2:00 p.m. in the North Hall 6<sup>th</sup> Floor Community Room.**

**XIII. ADJOURNMENT**

**The meeting was adjourned at 12:14 p.m.**

Respectfully Submitted,

Anne M. LaVancher  
Recording Secretary

**MANSFIELD UNIVERSITY**  
**Mansfield, Pennsylvania**

**Wednesday, November 19, 2008**  
**6<sup>th</sup> Floor Community Room, North Hall**  
**5:00 p.m.**

**COUNCIL OF TRUSTEES**

**MINUTES**

**I. MEETING CALLED TO ORDER**

Chairman Meyer called the meeting to order at 5:09 p.m.

**FOR THE RECORD:** In accordance with the Sunshine Law, this meeting was advertised in the *Wellsboro Gazette* on November 12, 2008.

**II. RECORDING OF ATTENDANCE**

The following Trustees were in attendance:

Ms. Tessa Bieber, Student Member  
Mr. Richard P. Cashman, Secretary  
Mr. Lewis B. Lee, Member  
Mr. Ralph H. Meyer, Chair  
Ms. Ada Mae Saxton, Member  
Mr. Howard J. Smith, Jr., Member  
Dr. Robert D. Strohecker, Vice Chair

The following Trustees were not in attendance:

Mr. Thomas A. Browning, Member  
Mr. Craig G. Litchfield, Member  
Ms. Carol J. Tama, Member



## II. RECORDING OF ATTENDANCE (Continued)

Members of the University staff who were in attendance are as follows:

Ms. Dia Carleton, Executive Director of Human Resources  
Mr. Charles Colby, Associate Vice President for Residence Life  
Dr. Scott Davis, University Senate President  
Dr. Deborah Erickson, Associate Provost  
Mr. Abe Ghods, Professor, Business and Economics Department  
Mr. James Harrington, Associate Vice President for Student Affairs  
Mr. Dennis Heinle, Director of the Leadership Institute  
Ms. Anne M. LaVancher, Secretary to the Council of Trustees  
Mr. Dennis Miller, Director of Public Relations and Publications  
Mr. Michael L. Reid, Vice President of Finance and Administration  
Dr. Hal Laydon, Interim Provost/Vice President for Academic Affairs  
Ms. Susan Sweet, Director, Center for Lifelong Learning  
Dr. Robert Timko, Interim Dean of Arts and Sciences  
Mr. Larry Watts, President, SCUPA

Others in attendance:

Ms. Cheryl Clarke, *Williamsport Sun-Gazette*

## III. PUBLIC COMMENTS

Chairman Meyer invited public comments.

Dr. Davis noted that many faculty members worked hard to meet the PASSHE and PDE deadlines required for Chapter 49 changes and these people should be commended for their work.

## IV. APPROVAL OF MINUTES

July 23, 2008 (Exhibit A)  
August 27, 2008 (Exhibit A-1)  
October 7, 2008 (Exhibit A-2)

**A motion was made by Dr. Strohecker, seconded by Mr. Smith, and unanimously carried to approve the minutes of July 23, 2008, August 27, 2008 and October 7, 2008 as written.**

## V. COMMITTEE REPORTS

### A. Academic Affairs

Dr. Laydon, Interim Provost, noted the topics discussed by the Academic Affairs Committee:

- Presentation by Dr. Catherine Renner updating the Council regarding MU's retention efforts;
- Presentation by Dr. Peter Garland from PA State System of Higher Education regarding performance indicators;
- Presentation by Dr. Deborah Erickson explaining the Chapter 49 (Education Certification) changes. Dr. Laydon echoed Dr. Davis thanks for those working on the changes required for Chapter 49.

#### Approval of PDE Changes

Upon the recommendation of the Interim Provost and the President, **a motion was made by Mr. Lee, seconded by Ms. Saxton, and unanimously carried to approve the changes required for PDE as written.**

Mr. Meyer, on behalf of the Council of Trustees, thanked Dr. Erickson and Dr. Laydon and those involved for the work they did on these required changes.

### B. Finance and Administration Committee

Mr. Reid noted the topics discussed by the Finance and Administration Committee:

- Ms. Karen Lawson and Mr. John Compton from Parente Randolph presented Mansfield University's unqualified opinion of our annual audit;
- Purchase orders over \$10,000 and under \$10,000;
- Payment to Mansfield Fire and Ambulance Associations.

#### Approval of Purchase Orders of \$10,000 or more

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Mr. Smith, seconded by Mr. Cashman, and unanimously carried to approve the purchase orders of \$10,000 or more for the period of June 16, 2008 through August 15, 2008 for a total of \$155,111.40** as identified in Exhibit B.

#### Approval of Recurring Contracts of \$10,000 or more

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Mr. Smith, seconded by Mr. Cashman, and unanimously carried to approve recurring contracts for purchase orders of \$10,000 or more for the period of June 16, 2008 through August 15, 2008 for a total of \$8,502,802.91** as identified in Exhibit B1.

V. COMMITTEE REPORTS (continued)

B. Finance and Administration Committee (continued)

Approval of Purchase Orders \$10,000 or more

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Mr. Smith, seconded by Mr. Cashman, and unanimously carried to approve \$643,125.58 in aggregate value for purchase orders of \$10,000 or more for the period of August 16, 2008 through October 15, 2008** as identified in Exhibit B2.

Approval of Purchase Orders less than \$10,000

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Mr. Smith, seconded by Mr. Cashman, and unanimously carried to approve the purchase orders of less than \$10,000 for the period of June 16, 2008 through August 15, 2008 for a total of \$938,274.99** as identified in Exhibit C.

Approval of Recurring Contract less than \$10,000

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Mr. Smith, seconded by Mr. Cashman, and unanimously carried to approve recurring contracts for purchase orders less than \$10,000 for the period of June 16, 2008 through August 15, 2008 for a total of \$435,558.83** as identified in Exhibit C1.

Approval of Purchase Orders less than \$10,000

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Mr. Smith, seconded by Mr. Cashman, and unanimously carried to approve \$633,569.65 in aggregate value for purchase orders of less than \$10,000 for the period of August 16, 2008 through October 15, 2008** as identified in Exhibit C2.

Approval of Mansfield Fire Department and Ambulance Association Payments

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Mr. Cashman, seconded by Dr. Strohecker, and unanimously carried to approve the payment of \$7,500 each to the Mansfield Fire Department and the Mansfield Ambulance Association** for services for fiscal year 2008-2009.

Mr. Meyer noted that Mansfield University is very grateful for the services provided by the Mansfield Fire and Ambulance Associations.

**V. COMMITTEE REPORTS** (continued)**C. Human Resources Report**

Ms. Carleton noted the topics given in the Human Resources Report:

- Reviewed Management Performance and Development evaluation form;
- Human Resources Search Task Force update;
- Contract for applicant tracking system to automate the search process by using electronic signatures and forms;
- HR activities include “Maintain Don’t Gain” wellness program, retirement and financial vendor presentations for campus, several winter contests and community/international student dinner.

**D. Leadership Institute Report**

Mr. Heinle noted the topics given in the Leadership Institute Report:

- Mr. Heinle noted that Mountaineer Leadership Program has been transferred to the Leadership Institute with the first goal being to increase participation in the program;
- Mr. Bartell, the brother of a deceased alum and benefactor, invited 27 staff/faculty/students to participate in one of their leadership programs. Mr. Bartell would also like to partner with Mansfield University in broadening their programs.

**E. Student Affairs Report**

Mr. Colby and Mr. Harrington noted the topics given in the Student Affairs Report:

- Mr. Harrington noted that there had been an increase in student activities due in large part to Mr. Plesac’s initiatives;
- Student Affairs worked collaboratively with other divisions to bring B.D. Wong to campus to speak about diversity;
- Great success for Sprint football this past fall;
- Welcomed Ryan Van Noy as the new women’s assistant basketball coach;
- Cross country team will host 40 teams for a regional event this coming year;
- Greek life has grown from 120 to 250 members with an average GPA of 2.9 for men and 3.1 for women;
- Rope and rock climbing courses will be installed next year at Kelchner Fitness Center;
- A new smoking policy will be fully implemented by the start of the Spring semester;
- Special thanks to Tessa Bieber for her strong leadership with the Committee on Finance and Student Government Association;
- Mr. Colby noted that residence hall planning is foremost in his activities;
- The process to rebid food service vendors is moving forward with recommendations to administration early spring;
- All Residence Hall Council will change their name to Residence Hall Association to better align with other schools;
- Many student groups are working throughout the community in activities and fundraisers.

**V. COMMITTEE REPORTS (continued)**

F. University Advancement Committee

No report provided.

**VI. OLD BUSINESS**

Approval of the annual physical inspection of facilities will be tabled until the March 2009 meeting of the Mansfield University Council of Trustees.

**VII. NEW BUSINESS**

No items discussed.

**VIII. INFORMATION ITEMS**

No items discussed.

**IX. EDUCATIONAL FEATURE – Entrepreneurship at Mansfield University**

Dr. Loeschke introduced Mr. Abe Ghods (Business and Marketing professor) and Ms. Susan Sweet who presented information regarding a \$208,000 grant for a Center for Entrepreneurial Leadership. They also discussed student entrepreneurial programs (Students in Free Enterprise – SIFE) on campus and in the community.

**X. REPORTS**

Student Government Association (SGA)

No report provided.

PACT

It was noted that PACT reactivated a meeting of Council chairs which is separate from the PACT Executive Committee.

The spring conference will be in Harrisburg and will be scheduled in conjunction with the PASSHE 25<sup>th</sup> anniversary celebration.

**X. REPORTS (continued)**

President Maravene Loeschke

Dr. Loeschke noted the following:

- Dr. Loeschke thanked the efforts of Cabinet and the Dean Team for all of the things they do with limited resources;
- Retention is the main focus of campus initiatives;
- Cabinet is in the process of reviewing all budget line items to determine where the funds for the 4.2% “giveback” to the state of Pennsylvania will be captured;
- The Provost search is moving forward and is on track to be completed during the spring semester. Dr. Loeschke thanked Dr. Laydon for his assistance this year;
- The University Advancement office has been restructured to report to either the President or the Provost. Six priorities for raising funds have been developed and will be the focus for Dr. Loeschke’s fundraising efforts;
- Each of the strategic plan goals have an implementation team to move the plan forward and measure each goal;
- The campus master plan is being reviewed and revised;
- Dr. Loeschke noted that last week Mansfield University had the largest visitation day on record.

**XI. OTHER BUSINESS**

Dr. Timko noted that the Council of Public Liberal Arts Colleges (COPLAC) membership application is moving forward.

**XII. DATE OF NEXT MEETING**

The Mansfield University Council of Trustees Retreat will be held January 28, 2009 in the North Hall 6<sup>th</sup> floor community room.

The next regular meeting of the Mansfield University Council of Trustees will be held on **Wednesday, March 25, 2009 at 11:00 a.m. in the North Hall 6<sup>th</sup> Floor Community Room.**

**XIII. ADJOURNMENT**

**The meeting was adjourned at 6:11 p.m.**

Respectfully Submitted,

Anne M. LaVancher  
Recording Secretary

**MANSFIELD UNIVERSITY OF PENNSYLVANIA  
COUNCIL OF TRUSTEES REPORT  
PURCHASES UNDER \$10,000  
BETWEEN OCTOBER 16, 2008 THROUGH JANUARY 15, 2009**

VENDOR NAME =====	VENDOR NUMBER =====	PO NUMBER =====	PO DATE =====	DOLLAR AMOUNT =====	ITEM DESCRIPTION & REMARKS =====
ADVANTAGE SPORT & FITNESS INC	102724	4500226840	12/17/2008	\$ 9,172.00	RECUMBENT BIKE - KELCHNER FITNESS CENTER
AERC RECYCLING SOLUTIONS	104907	4000015660	10/21/2008	\$ 1,599.94	HAZARDOUS LAMP REMOVAL - MANSER DINING, RESIDENCE HALLS, BUILDING MAINTENANCE & KELCHNER FITNESS CENTER
AGESW	106908	4500225681	12/8/2008	\$ 65.00	MEMBERSHIP DUES - SOCIAL WORK DEPARTMENT
AJ'S OUTDOOR POWER EQUIPMENT	106355	4500221638	11/3/2008	\$ 98.96	REPAIR PART - MAINTENANCE OF GROUNDS
ALLOY MEDIA + MARKETING	106703	4500228292	1/12/2009	\$ 1,500.00	RECRUITMENT ADVERTISEMENTS - ADMISSIONS DEPARTMENT
AMERICAN COUNCIL ON EDUCATION	102800	4500225679	12/8/2008	\$ 2,445.00	TESTING SUPPLIES - CENTER FOR LIFE LONG LEARNING
AMERICAN DIETETIC ASSOCIATION	102741	4500220926	10/28/2008	\$ 1,250.00	ACCREDITATION FEE - HEALTH SCIENCES DEPARTMENT
AMERICAN PLASTIC LUMBER,INC	106925	4500226977	12/18/2008	\$ 3,696.56	BENCHES (NEW WALKWAY) - MAINTENANCE OF GROUNDS
AMERICULTURE INC.	102764	4500220261	10/21/2008	\$ 405.00	LAB SUPPLIES - BIOLOGY DEPARTMENT
ATHLETIC PUBLISHING CO	102725	4500219799	10/17/2008	\$ 55.20	BLUE BOOK OF COLLEGE ATHLETES - ATHLETICS DEPARTMENT
ATLANTIC TACTICAL	104944	4500219796	10/17/2008	\$ 139.99	POLICE ACCESSORIES - UNIVERSITY POLICE DEPARTMENT
ATLAS SYSTEMS INC.	106852	4500228748	1/15/2009	\$ 1,200.00	ILLIAD SERVER MIGRATION - LIBRARY PUBLIC SERVICES
ATOMIC LEARNING INC	106263	4500223338	11/17/2008	\$ 800.00	SITE LICENSE - SCHOOL LIBRARY PROGRAM
BANK BROTHERS	104317	4500225535	12/5/2008	\$ 648.00	POOL TABLE CUE STICKS (36 EA) - STUDENT UNION
BEST WESTERN @ LEHIGH VALLEY	104208	4500223529	11/18/2008	\$ 567.17	RECRUITMENT RECEPTION - ADMISSIONS DEPARTMENT
BLOCKHOUSE	104786	4500222849	11/12/2008	\$ 5,930.20	DORMITORY FUTNITURE (BEDS - 20 EA) - RESIDENCE LIFE - STATE CONTRACT
BPD-ASSOC. OF BACCALAUREATE	102833	4500223753	11/19/2008	\$ 175.00	MEMBERSHIP - SOCIAL WORK DEPARTMENT
BROADCAST MUSIC, INC.	100172	4500223453	11/17/2008	\$ 1,442.64	MEMBERSHIP - PROVOST OFFICE
BRODART	101933	4500227391	12/22/2008	\$ 456.00	RED BEEN BAG CHAIRS (10 EA) - LIBRARY PUBLIC SERVICES
BRODART COMPANY	102081	4500222690	11/10/2008	\$ 398.95	LOWER TAMBOUR DOOR - INFORMATION TECHNOLOGY DEPARTMENT
BRODART COMPANY	100173	4500226118	12/11/2008	\$ 6,141.00	LIGHTED EXHIBIT CASE - LIBRARY PUBLIC SERVICES
BRODART COMPANY	102081	4500227353	12/22/2008	\$ 707.90	UPPER TAMBOUR DOOR - INFORMATION TECHNOLOGY DEPARTMENT
BRYAN SEYMOUR	105718	4500221871	11/4/2008	\$ 240.00	FOOD SUPPLIES FOR CLASS - CENTER FOR LIFE LONG LEARNING
BSN SPORTS	102745	4500219959	10/20/2008	\$ 221.17	RECREATION MATERIALS - KELCHNER FITNESS CENTER
C&J CATERING	106364	4500223337	11/17/2008	\$ 386.10	CATERING FOR SSELCO MEETING - LIBRARY PUBLIC SERVICES
CAMPUS BOOKSTORE CCSI	102708	4500219797	10/17/2008	\$ 51.75	MISCELLANEOUS PURCHASING FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500219800	10/17/2008	\$ 697.50	MISCELLANEOUS PURCHASING FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500223531	11/18/2008	\$ 11.00	MISCELLANEOUS PURCHASING FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500223846	11/19/2008	\$ 32.68	MISCELLANEOUS PURCHASING FROM BOOKSTORE BY VARIOUS DEPARTMENTS

**MANSFIELD UNIVERSITY OF PENNSYLVANIA  
COUNCIL OF TRUSTEES REPORT  
PURCHASES UNDER \$10,000  
BETWEEN OCTOBER 16, 2008 THROUGH JANUARY 15, 2009**

VENDOR NAME =====	VENDOR NUMBER =====	PO NUMBER =====	PO DATE =====	DOLLAR AMOUNT =====	ITEM DESCRIPTION & REMARKS =====
CAMPUS BOOKSTORE CCSI	102708	4500224765	12/1/2008	\$ 74.30	MISCELLANEOUS PURCHASING FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500226116	12/11/2008	\$ 33.30	MISCELLANEOUS PURCHASING FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500226168	12/11/2008	\$ 39.15	MISCELLANEOUS PURCHASING FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500226171	12/11/2008	\$ 80.75	MISCELLANEOUS PURCHASING FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500226172	12/11/2008	\$ 12.75	MISCELLANEOUS PURCHASING FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500226751	12/17/2008	\$ 29.80	MISCELLANEOUS PURCHASING FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500228072	1/8/2009	\$ 422.84	MISCELLANEOUS PURCHASING FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500228293	1/12/2009	\$ 13.45	MISCELLANEOUS PURCHASING FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500228632	1/14/2009	\$ 16.11	MISCELLANEOUS PURCHASING FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAST & CREW	106938	4000016305	12/23/2008	\$ 124.09	LUNCHEON - RESIDENCE LIFE DEPARTMENT
CBC INNOVIS INC	104224	4500228242	1/12/2009	\$ 200.00	MEMBERSHIP - CONTROLLER'S DEPARTMENT
CCSI	101962	4500224761	12/1/2008	\$ 81.33	MISCELLANEOUS PRINTING BY VARIOUS DEPARTMENTS
CCSI	101962	4500224762	12/1/2008	\$ 53.04	MISCELLANEOUS PRINTING BY VARIOUS DEPARTMENTS
CCSI	101962	4500224763	12/1/2008	\$ 60.06	MISCELLANEOUS PRINTING BY VARIOUS DEPARTMENTS
CCSI	101962	4500225217	12/3/2008	\$ 106.75	MISCELLANEOUS PRINTING BY VARIOUS DEPARTMENTS
CCSI	101962	4500226173	12/11/2008	\$ 50.00	MISCELLANEOUS PRINTING BY VARIOUS DEPARTMENTS
CHARLES F EVANS CO., INC.	102749	4000016006	11/14/2008	\$ 2,183.47	CEDARCREST ROOF REPAIR - CONSTRUCTION OFFICE
CHORUS CALL	106007	4500220850	10/27/2008	\$ 24.72	MUSIC MATERIAL - MUSIC DEPARTMENT
CINTAS FIRE PROTECTION	105477	4000015960	11/13/2008	\$ 463.49	INSPECTION KITCHEN FIRE SYSTEM - MANSER DINING HALL
CITADEL BROADCASTING	106936	4500227359	12/22/2008	\$ 5,475.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
COCCIARDI & ASSOCIATES INC.	102767	4000015637	10/20/2008	\$ 1,590.00	ASBESTOS TRAINING - ENVIRONMENTAL & SAFETY DEPARTMENT
COLLEGE ENTRANCE EXAMINATION BOARD	106290	4500227822	1/6/2009	\$ 190.00	PLACEMENT EXAMS - ADMISSIONS DEPARTMENT
COMPANSOL	105757	4500228631	1/14/2009	\$ 249.00	BLUEMEN SUPPORT - TRIO PROGRAM
CUMULUS BROADCASTING-HARRISBURG	102742	4500227268	12/22/2008	\$ 3,900.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
CUT-TEENS AND SELF INJURY	106857	4500223549	11/18/2008	\$ 125.00	OFFICE SUPPLIES - ACT 101 DEPARTMENT
DEBORAH A. GOODRICH	103248	4000016368	1/9/2009	\$ 175.00	SIGN LANGUAGE INTERPRETER - HUMAN RESOURCES DEPARTMENT
DELVAL EQUIPMENT	100353	4500228070	1/8/2009	\$ 1,000.00	REPAIR PART - UTILITY PLANT DEPARTMENT
EAPSU	101951	4500223924	11/20/2008	\$ 150.00	MEMBERSHIP - LANGUAGES/LITERATURE DEPARTMENT
EASTERN METAL USA-SIGN	103477	4500225756	12/9/2008	\$ 1,852.50	SIGNS - PHYSICAL PLANT DEPARTMENT
EASTERN SOCIOLOGICAL SOCIETY	105396	4500227081	12/18/2008	\$ 50.00	MEMBERSHIP - SOCIAL WORK DEPARTMENT
EMS INC	106897	4500224696	11/26/2008	\$ 762.00	REPAIR PART - UTILITY PLANT DEPARTMENT
ENTERPRISE RENT-A-CAR	102721	4000016127	12/2/2008	\$ 200.00	VEHICLE RENTAL - HUMAN RESOURCES DEPARTMENT



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ERLES JANITORIAL SERVICE	102712	4500227953	1/8/2009	\$ 141.31	GARBAGE LINERS - RESIDENCE LIFE DEPARTMENT
FASTENAL	106888	4500223845	11/19/2008	\$ 88.20	FASTENERS - UTILITY PLANT DEPARTMENT
FIAMINGO MOVING & STORAGE	102706	4500222320	11/6/2008	\$ 2,000.00	MOVING EQUIPMENT INTO THE NEW KIOSK IN BELKNAP - PHYSICAL PLANT
FISHER SCIENTIFIC COMPANY	101610	4500219585	10/16/2008	\$ 265.86	LAB MATERIALS USED BY CHEMISTRY & BIOLOGY DEPARTMENTS
FISHER SCIENTIFIC COMPANY	101610	4500221782	11/3/2008	\$ 890.14	LAB MATERIALS USED BY CHEMISTRY & BIOLOGY DEPARTMENTS
FLOYD REED	102690	4000016267	12/17/2008	\$ 600.00	FACILITY USAGE - CONSTABLE TRAINING PROGRAM
GALL'S INC	100493	4500223553	11/18/2008	\$ 75.98	LOCKOUT TOOL KIT - UNIVERSITY POLICE DEPARTMENT
GANNETT CENTRAL NY NEWSPAPERS	103180	4500219606	10/16/2008	\$ 207.84	BID ADVERTISEMENTS - PURCHASING DEPARTMENT
GANNETT CENTRAL NY NEWSPAPERS	103180	4500226309	12/12/2008	\$ 88.32	BID ADVERTISEMENTS - PURCHASING DEPARTMENT
GAYLORD BROTHERS, INC.	100499	4500227824	1/6/2009	\$ 2,021.15	LIBRARY MATERIAL - LIBRARY ACQUISITION DEPARTMENT
GENSCRIPT CORPORATION	104396	4500225757	12/9/2008	\$ 1,800.57	LAB SUPPLES - BIOLOGY DEPARTMENT
GREATER SOUTHERN TIER BOCES	106310	4000015712	10/22/2008	\$ 350.00	TESTING SERVICES - SEARCHES DEPARTMENT
GREGORY ORR	106161	4000016086	11/24/2008	\$ 750.00	PHOTOGRAPHY SERVICES - SPORTS INFORMATION DEPARTMENT
GREGORY ORR	106161	4000016319	1/6/2009	\$ 1,500.00	PHOTOGRAPHY SERVICES - SPORTS INFORMATION DEPARTMENT
HARBOR FREIGHT TOOLS	100550	4500222613	11/10/2008	\$ 93.89	TOOLS - UTILITY PLANT DEPARTMENT
HARCOURT BRACE	102274	4500221437	10/30/2008	\$ 150.00	MILLER ANALOGY TESTS - TESTING ADMINISTRATION
HARDWARE SPECIALTIES	102747	4500225328	12/4/2008	\$ 1,687.00	ENTRANCE DOOR/NEW STORAGE BUILDING - PHYSICAL PLANT DEPARTMENT
HRI	102721	3900003177	1/14/2009	\$ 8,515.00	CHANGE ORDER - ADDITIONAL PAVING ON WALKWAY FROM SOUTH HALL MALL TO GRANT SCIENCE CENTER - CONSTRUCTION OFFICE - OPEN ENDED PAVING CONTRACT
HUFFMAN'S OFFICE SUPPLY	101940	4500220263	10/21/2008	\$ 3,440.84	OFFICE FURNITURE - HUMAN RESOURCES DEPARTMENT - STATE CONTRACT
HUFFMAN'S OFFICE SUPPLY	101940	4500224472	11/25/2008	\$ 151.84	FILE CABINET - HUMAN RESOURCES DEPARTMENT - STATE CONTRACT
INSUL TEK	106689	4500220750	10/24/2008	\$ 2,400.00	FILTERS - UTILITY PLANT DEPARTMENT
ISCPP	105393	4500228821	1/15/2009	\$ 35.00	MEMBERSHIP - UNIVERSITY POLICE DEPARTMENT
J. W. PEPPER & SON, INC.	100632	4500221784	11/3/2008	\$ 365.00	EDUCATIONAL MUSIC SUPPLIES - MUSIC DEPARTMENT
J. W. PEPPER & SON, INC.	100632	4500221888	11/4/2008	\$ 159.99	EDUCATIONAL MUSIC SUPPLIES - MUSIC DEPARTMENT
JAMES ORR	102696	4500220360	10/22/2008	\$ 681.00	CARPET - PHYSICAL PLANT DEPARTMENT
JAMES R MACK III	105809	4000015733	10/27/2008	\$ 216.94	MISCELLANEOUS LUNCHEONS, MEETINGS USED BY VARIOUS DEPARTMENTS
JILL D. CROSS	102694	4500219632	10/16/2008	\$ 693.44	R7 ROCK - WATER PLANT
JILL D. CROSS	102694	4500223754	11/19/2008	\$ 181.13	RCSTONE - STORM DRAIN - PHYSICAL PLANT DEPARTMENT
JONES KOHAZNSKI & CO., LLP	105491	4000016251	12/16/2008	\$ 3,800.00	PCCD AUDIO (PENNSYLVANIA COMMISSION ON CRIME & DELINQUENCY - CONSTABLE

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					TRAINING PROGRAM
JRBL	106673	4000015732	10/24/2008	\$ 575.00	MISCELLANEOUS LUNCHEONS, MEETINGS USED BY VARIOUS DEPARTMENTS
JULIE WEAVER	106765	4500220327	10/22/2008	\$ 232.80	REIMBURSEMENT FOR OFFICE SUPPLIES - EDUCATION DEPARTMENT
KAPCO LIBRARY PRODUCTS	101619	4500221436	10/30/2008	\$ 40.68	LIBRARY SUPPLIES - LIBRARY ACQUISITION DEPARTMENT
KAPCO LIBRARY PRODUCTS	101619	4500226836	12/17/2008	\$ 330.00	LIBRARY SUPPLIES - LIBRARY ACQUISITION DEPARTMENT
KATHLEEN THOMPSON	104091	4000016408	1/15/2009	\$ 50.00	YOGA CLASS - PROVOST OFFICE
KINGDOM INC	102711	4500223530	11/18/2008	\$ 168.90	RECRUITMENT MATERIAL - ADMISSIONS DEPARTMENT
KINGDOM INC	102711	4500224473	11/25/2008	\$ 91.20	RECRUITMENT MATERIAL - ADMISSIONS DEPARTMENT
KUHLS FLOWERS	102707	4500226934	12/18/2008	\$ 90.00	GRADUATION FLOWERS - COMMENCEMENT
L/B WATER SERV INC	102789	4500222806	11/12/2008	\$ 557.24	PIPE - UTILITY PLANT DEPARTMENT
LAMAR COMPANIES	102163	4500221795	11/3/2008	\$ 800.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
LAMBS CREEK INC.	106741	4000015713	10/22/2008	\$ 925.77	MISCELLANEOUS LUNCHEONS, MEETINGS USED BY VARIOUS DEPARTMENTS
LAUREL BEHAVIORAL HEALTH	102691	4000015649	10/20/2008	\$ 1,500.00	PSYCHIATRIC SERVICES - STUDENT HEALTH SERVICE
LEADER	102701	4500222811	11/12/2008	\$ 70.52	BID ADVERTISEMENTS - PURCHASING DEPARTMENT
LEE WAYNE CORPORATION	100744	4500223519	11/18/2008	\$ 188.17	RECRUITMENT MATERIAL - ADMISSIONS DEPARTMENT
LIBRARY STORE	101930	4500221435	10/30/2008	\$ 41.10	LIBRARY SUPPLIES - LIBRARY ACQUISITION DEPARTMENT
LONG COMMUNICATIONS SYSTEMS INC	102714	4500222797	11/12/2008	\$ 250.80	EAR PIECES (RADIOS) - 6 EACH - UNIVERSITY POLICE DEPARTMENT
LUCK'S MUSIC LIBRARY	102967	4500220260	10/21/2008	\$ 85.00	MUSIC MATERIAL - MUSIC DEPARTMENT
LUCK'S MUSIC LIBRARY	102967	4500224692	11/26/2008	\$ 139.44	MUSIC MATERIAL - MUSIC DEPARTMENT
LUCK'S MUSIC LIBRARY	102967	4500225092	12/3/2008	\$ 49.50	MUSIC MATERIAL - MUSIC DEPARTMENT
MAB PAINTS	106749	4500219618	10/16/2008	\$ 899.00	FIELD MARKING PAINT - MAINTENANCE OF GROUNDS DEPARTMENT
MANSFIELD BOROUGH	102706	4500224695	11/26/2008	\$ 320.00	ZONING PERMITS FOR DEMOLITION OF OLD SHED FOR NEW STORAGE SHED - PHYSICAL PLANT
MANSFIELD BOROUGH	102706	4500227857	1/7/2009	\$ 475.00	ZONING PERMITS - NEW STORAGE SHED - PHYSICAL PLANT
MANSFIELD CHAMBER OF COMMERCE	102707	4500228633	1/14/2009	\$ 540.00	MEMBERSHIP - PRESIDENT'S OFFICE
MANSFIELD INN	100788	4000016109	11/26/2008	\$ 437.75	MISCELLANEOUS LODGING USED BY VARIOUS DEPARTMENTS
MARTIN,CHRISTIE	106912	4000016210	12/10/2008	\$ 2,800.00	PHOTOGRAPHY SERVICES - ADMISSIONS DEPARTMENT
MATTESON,JAY H.	106896	4000016099	11/25/2008	\$ 2,500.00	WORKSHOP 'UNIVERSITY DAYS' - PROVOST OFFICE
MELISSA WISE	105750	4000016185	12/8/2008	\$ 500.00	WORKSHOP - TRIO PROGRAM
MICHAEL GALBAN	106826	4000015650	10/20/2008	\$ 1,528.70	MILTICULTURAL WORKSHOP - ART DEPARTMENT

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MIDDLE STATES ASSN. OF COLLEGES &	101941	4500224092	11/20/2008	\$ 8,476.00	MEMBERSHIP - PROVOST OFFICE
MINORITY & WOMEN DOCTORAL DIR.	100854	4500222612	11/10/2008	\$ 455.00	DIRECTORY - HUMAN RESOURCES DEPARTMENT
MOYER HOTELS LLC	102708	4000015654	10/21/2008	\$ 433.14	MISCELLANEOUS LODGING USED BY VARIOUS DEPARTMENTS
MUSIC THEATRE INTERNATIONAL	100874	4500224091	11/20/2008	\$ 2,905.00	ROYALTIES - THEATRE DEPARTMENT
MUSIC THEATRE INTERNATIONAL	100874	4500226115	12/11/2008	\$ 75.00	ROYALTIES - THEATRE DEPARTMENT
NACCU	106176	4500220326	10/22/2008	\$ 400.00	MEMBERSHIP - ONE CARD ADMINISTRATOR
NAEP	100879	4500228423	1/12/2009	\$ 590.00	MEMBERSHIP - PURCHASING DEPARTMENT
NAFSA PUBLICATIONS CENTER	104273	4500227514	12/24/2008	\$ 225.00	MANUAL - ADMISSIONS DEPARTMENT
NATIONAL COLLEGIATE HONORS COUNCIL	105615	4500223340	11/17/2008	\$ 600.00	MEMBERSHIP - HONORS PROGRAM
NATIONAL LEAGUE FOR NURSING	100895	4500220977	10/28/2008	\$ 1,260.00	MEMBERSHIP - HEALTH SCIENCES DEPARTMENT
NCLEX PROGRAM REPORTS	100906	4500228429	1/12/2009	\$ 300.00	SUBSCRIPTION - HEALTH SCIENCE DEPARTMENT
NLNAC	100923	4500220979	10/28/2008	\$ 2,575.00	MEMBERSHIP - HEALTH SCIENCES DEPARTMENT
NORTHEAST MOBILE SHREDDING LLC	104122	4500220586	10/23/2008	\$ 372.50	SHREDDING BY VARIOUS DEPARTMENTS
NORTHEAST MOBILE SHREDDING LLC	104122	4500227341	12/22/2008	\$ 285.00	SHREDDING BY VARIOUS DEPARTMENTS
NORTHERN TIER SOLID WASTE AUTHORITY	102701	4500223751	11/19/2008	\$ 2,536.00	DUMPSTER FOR DEMOLITION OF OLD MOBILE STATION - PHYSICAL PLANT
OAK HALL INDUSTRIES, L.P.	104556	4500220849	10/27/2008	\$ 102.50	COMMENCEMENT REGALIA - COMMENCEMENT
OVRHD DOOR CO OF ELMIRA	106612	4500227923	1/7/2009	\$ 2,575.00	DOOR FOR NEW STORAGE SHED - PHYSICAL PLANT DEPARTMENT
PAC-TE	102589	4500220418	10/22/2008	\$ 270.00	MEMBERSHIP - TEACHER EDUCATION
PARIS,JIM	106956	4500228820	1/15/2009	\$ 100.00	INSPECTION OF GRATES DECKER POOL - UTILITY PLANT DEPARTMENT
PASFAA	102779	4500220982	10/28/2008	\$ 60.00	MEMBERSHIP - REGISTRAR OFFICE
PENN WELLS HOTEL & LODGE	102716	4000015655	10/21/2008	\$ 708.50	MISCELLANEOUS LODGING USED BY VARIOUS DEPARTMENTS
PENNY SAVER INC	102709	4500222035	11/5/2008	\$ 84.50	MISCELLANEOUS ADVERTISEMENTS BY VARIOUS DEPARTMENTS
PENNY SAVER INC	102709	4500222482	11/7/2008	\$ 130.00	MISCELLANEOUS ADVERTISEMENTS BY VARIOUS DEPARTMENTS
PENNY SAVER INC	102709	4500224931	12/2/2008	\$ 42.25	MISCELLANEOUS ADVERTISEMENTS BY VARIOUS DEPARTMENTS
PENNY SAVER INC	102709	4500225534	12/5/2008	\$ 182.00	MISCELLANEOUS ADVERTISEMENTS BY VARIOUS DEPARTMENTS
PENOCO INC	102781	4000016200	12/9/2008	\$ 3,991.00	ASBESTOS ABATEMENT - STEADMAN THEATRE ELECTRICAL UPGRADE - CONSTRUCTION OFFICE
PEOPLECLICK, INC.	100995	4000016040	11/19/2008	\$ 6,300.00	AFFIRMATIVE ACTION PLAN - CONTRACT EXPIRES DECEMBER 31, 2011 - HUMAN RESOURCES DEPARTMENT
PEPSI PROMOTIONAL MARKETING	104530	4500220517	10/23/2008	\$ 50.00	PEPSI PRODUCTS FOR STUDENTS - RESIDENCE LIFE

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PHILADELPHIA NEWSPAPERS, INC.	105230	4500223756	11/19/2008	\$ 2,006.80	BID ADVERTISEMENTS - PURCHASING DEPARTMENT
PHILIP SERVICES CORPORATION	101959	4000016075	11/24/2008	\$ 3,670.54	HAZARDOUS REMOVAL MATERIALS BY VARIOUS DEPARTMENTS (ART, BIOLOGY, CHEMISTRY, PRINT SHOP & SAFETY OFFICE
PHILOSOPHY DOCUMENTATION CTR	101956	4500223755	11/19/2008	\$ 202.00	OFFICE MATERIAL - PHILOSOPHY DEPARTMENT
PITTSBURGH POST GAZETTE	101017	4500224184	11/24/2008	\$ 1,395.00	BID ADVERTISEMENTS - PURCHASING DEPARTMENT
PMEA NEWS	101020	4500224694	11/26/2008	\$ 263.90	ADVERTISEMENT - MUSIC DEPARTMENT
PMEA NEWS	101020	4500227393	12/22/2008	\$ 260.00	ADVERTISEMENT - MUSIC DEPARTMENT
POSTMASTER MANSFIELD	102690	4500227267	12/22/2008	\$ 1,105.00	MAIL PERMITS - CAMPUS POST OFFICE
POSTMASTER-LANCASTER	104112	4500227683	1/5/2009	\$ 6,188.54	MANSFIELDIAN POSTAGE - PUBLIC RELATIONS DEPARTMENT
POSTMASTER-WILLIAMSPORT	101938	4500226102	12/11/2008	\$ 7,185.61	DONOR ISSUE FOR THE MANSFIELDIAN POSTAGE - PUBLIC RELATIONS DEPARTMENT
PRUDENCE INGERMAN	106821	4000015619	10/16/2008	\$ 240.00	WORKSHOP SPEAKER - WRITING PROGRAM
REED HANN LITHO COMPANY	101080	4500222483	11/7/2008	\$ 2,090.00	CAMP BROCHURES - CENTER FOR LIFE LONG LEARNING
REED HANN LITHO COMPANY	101080	4500227392	12/22/2008	\$ 755.00	CHRISTMAS CARDS - PRESIDENT'S OFFICE
RICOH AMERICAS CORPORATION	106614	4000016218	12/11/2008	\$ 500.00	MAINTENANCE ON COPIER - STUDENT AFFAIRS DEPARTMENT
RICOH AMERICAS CORPORATION	106614	4500226103	12/11/2008	\$ 5,166.00	COPIER PURCHASE - STUDENT AFFAIRS DEPARTMENT
RIS PAPER COMPANY INC	105073	4500227870	1/7/2009	\$ 8,892.80	COPY PAPER - BID - STOREROOM CATALOG - INVENTORY CONTROL
ROBERT M. SIDES	101935	4500221783	11/3/2008	\$ 279.96	REPLACEMENT PRACTICE PADS - MUSIC DEPARTMENT
SAMS CLUB DIRECT	102704	4500227751	1/6/2009	\$ 104.00	MEMBERSHIP - PURCHASING DEPARTMENT
SANDRA NORTON BUTTERS	105823	4000015954	11/12/2008	\$ 555.00	SUMMER MUSIC CAMP BROCHURES DESIGN - CENTER FOR LIFE LONG LEARNING
SCHINDLER ELEVATOR CORP	102786	4500221438	10/30/2008	\$ 623.85	CEDARCREST ELEVATOR REPAIR - RESIDENCE LIFE DEPARTMENT
SCHINDLER ELEVATOR CORPORATION	101142	4000015804	10/31/2008	\$ 2,416.85	ELEVATOR MAINTENANCE FOR MONTHS OF SEPTEMBER & OCTOBER - STUDENT UNION, MANSER DINING, KELCHNER FITNESS CENTER , RESIDENCE HALLS & ACADEMIC BUILDINGS
SEGA INC.	102793	4000016279	12/22/2008	\$ 5,875.00	CALI BRATION OF BOILER #1 - UTILITY PLANT
SERVICEMASTER OF THE TRI-COUNTIES	106832	4000015666	10/21/2008	\$ 5,000.00	EMERGENCY CLEANING OF GRANT SCIENCE CENTER DUE TO FIRE - BUILDING MAINTENANCE
SESAC, INC	101156	4500227924	1/7/2009	\$ 416.78	LICENSE FEE - PROVOST OFFICE
SPITZ, INC.	101197	4500220980	10/28/2008	\$ 2,762.00	VIDEO CARD FOR PLANETARIUM
SST COMMUNICATIONS, INC.	101204	4000015670	10/21/2008	\$ 4,828.00	DIVERSITY WORKSHOP - HUMAN RESOURCES DEPARTMENT
STACEY CALKINS	102696	4500224426	11/25/2008	\$ 302.42	POLO SHIRTS (12 EA) - UNIVERSITY POLICE DEPARTMENT
STEPHANIE KELLY	106839	4000015744	10/27/2008	\$ 135.00	LIFEGUARD SERVICES (CAMPS) - ATHLETIC DEPARTMENT

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STRINNI STUDIO	103703	4000016318	1/6/2009	\$ 1,100.00	PHOTOGRAPHY SERVICES - ATHLETIC DEPARTMENT
SUPERIOR BUSINESS SOLUTIONS	101235	4500223532	11/18/2008	\$ 90.41	CHECKS - ACCOUNTS PAYABLE DEPARTMENT
SYRACUSE SCENERY & STAGE LIGHTING	101242	4000015932	11/10/2008	\$ 4,695.00	CURTAIN REPAIR - DECKER GYM (GRADUATION CURTAINS) - PHYSICAL PLANT
THE PATRIOT NEWS	106254	4500222614	11/10/2008	\$ 464.00	BID ADVERTISEMENTS - PURCHASING DEPARTMENT
THE PATRIOT NEWS	100975	4500222816	11/12/2008	\$ 691.50	BID ADVERTISEMENTS - PURCHASING DEPARTMENT
THE STANLEY WORKS	104324	4500222809	11/12/2008	\$ 1,095.86	NORTH DOOR REPAIR - BUILDING MAINTENANCE DEPARTMENT
THOMPSON PUBLISHING GROUP INC.	101284	4500226114	12/11/2008	\$ 358.50	SUBSCRIPTION - CONTROLLER'S DEPARTMENT
TIMES SHAMROCK WEEKLY GROUP	102711	4500222653	11/10/2008	\$ 122.36	BID ADVERTISEMENTS - PURCHASING DEPARTMENT
TIMES SHAMROCK WEEKLY GROUP	102711	4500226166	12/11/2008	\$ 61.18	BID ADVERTISEMENTS - PURCHASING DEPARTMENT
TIOGA OFFICE PRODUCTS	102716	4500220419	10/22/2008	\$ 95.00	TONER CARTRIDGE - PROVOST OFFICE
TIOGA PUBLISHING COMPANY	102717	4500220413	10/22/2008	\$ 133.50	MISCELLANEOUS ADVERTISEMENTS BY VARIOUS DEPARTMENTS
TIOGA PUBLISHING COMPANY	102717	4500220414	10/22/2008	\$ 198.00	MISCELLANEOUS ADVERTISEMENTS BY VARIOUS DEPARTMENTS
TIOGA PUBLISHING COMPANY	102717	4500224693	11/26/2008	\$ 300.00	MISCELLANEOUS ADVERTISEMENTS BY VARIOUS DEPARTMENTS
TIOGA PUBLISHING COMPANY	102717	4500225324	12/4/2008	\$ 181.89	MISCELLANEOUS ADVERTISEMENTS BY VARIOUS DEPARTMENTS
TIOGA PUBLISHING COMPANY	102717	4500226281	12/11/2008	\$ 151.20	MISCELLANEOUS ADVERTISEMENTS BY VARIOUS DEPARTMENTS
TIOGA PUBLISHING COMPANY	102717	4500227082	12/18/2008	\$ 39.50	MISCELLANEOUS ADVERTISEMENTS BY VARIOUS DEPARTMENTS
TIOGA PUBLISHING COMPANY	102717	4500228635	1/14/2009	\$ 99.54	MISCELLANEOUS ADVERTISEMENTS BY VARIOUS DEPARTMENTS
TOWN & COUNTRY CLEANERS	102706	4500226885	12/17/2008	\$ 32.00	ROBE DRY CLEANING - PROVOST OFFICE
TRANE PARTS	101432	4500219631	10/16/2008	\$ 477.74	DECKER HEATER PARTS - UTILITY PLANT DEPARTMENT
TRAPUZZANO	101938	4500224425	11/25/2008	\$ 71.30	UNIFORMS - UNVIERSITY POLICE DEPARTMENT
TRAPUZZANO	101938	4500226503	12/15/2008	\$ 42.62	UNIFORMS - UNVIERSITY POLICE DEPARTMENT
UNIVERSITY MUSIC SERVICE	104465	4500227920	1/7/2009	\$ 198.20	MUSIC MATERIAL - MUSIC DEPARTMENT
UNIVERSITY MUSIC SERVICE	104465	4500227921	1/7/2009	\$ 44.40	MUSIC MATERIAL - MUSIC DEPARTMENT
UNIVERSITY MUSIC SERVICE	104465	4500228291	1/12/2009	\$ 35.00	MUSIC MATERIAL - MUSIC DEPARTMENT
UNIVERSITY MUSIC SERVICE	104465	4500228634	1/14/2009	\$ 96.87	MUSIC MATERIAL - MUSIC DEPARTMENT
UNIVERSITY OF CALIFORNIA	106307	4500227512	12/24/2008	\$ 1,232.50	CIRP SURVEY - PROVOST OFFICE
WAITZ CORPORATION	101361	4500220672	10/24/2008	\$ 2,912.00	ACADEMIC PLANNERS - PROVOST OFFICE
WATS BROADCASTING INC	102712	4500219611	10/16/2008	\$ 1,800.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WESCO DISTRIBUTION INC	102720	4500226380	12/12/2008	\$ 1,205.20	DIMMING BALLAST - ELECTRICAL DEPARTMENT
WILLIAMS OIL & PROPANE	102714	4500228771	1/15/2009	\$ 4,918.00	FUEL OIL - UTILITY PLANT
WILLIAMSPORT SUN GAZETTE	101937	4500225322	12/4/2008	\$ 222.00	BID ADVERTISEMENT - PURCHASING DEPARTMENT
WLVY/WELM	102704	4500220406	10/22/2008	\$ 5,000.00	RECRUITMENT ADVERTISEMENT - PUBLIC RELATIONS DEPARTMENT

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WNBT	102717	4500226379	12/12/2008	\$ 109.50	JAZZ CONCERT ADVERTISEMENT - MUSIC DEPARTMENT
WSKG PUB TV & RADIO	102723	4500227922	1/7/2009	\$ 300.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WSZK MEDIA	106783	4000016307	12/23/2008	\$ 1,800.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
			<b>SUB-TOTAL</b>	<b>\$ 239,537.83</b>	
USE OF VARIOUS PURCHASING CARDS BY VARIOUS DEPARTMENTS FOR PURCHASES UNDER \$10,000					
				\$ 103,702.06	
				\$ 96,289.56	
				\$ 43,389.93	
			<b>CREDIT CARD TOTAL</b>	<b>\$ 243,381.55</b>	
UNECUMBERED PURCHASES BY VARIOUS DEPARTMENTS -					
				\$ 5,810.34	
				\$ 54,546.73	
				\$ 33,160.85	
				\$ 32,574.35	
				\$ 4,899.91	
				\$ 811.64	
				\$ 30,237.04	
			<b>UNECUMBERED TOTAL</b>	<b>\$ 162,040.86</b>	
			<b>GRAND TOTAL</b>	<b>\$ 644,960.24</b>	

**CERTIFYING RESOLUTION  
BOARD OF GOVERNORS POLICY 1985-06  
UNIVERSITY EXTERNAL FINANCIAL SUPPORT**

WHEREAS, Board of Governors Policy 1985-06, University External Financial Support, permits institutions to establish relationships with various affiliated organizations provided the institutions comply with certain criteria;

WHEREAS, Mansfield University of Pennsylvania has entered into a written Memorandum of Understanding with the Mansfield University Foundation (Foundation) in accordance with the Board of Governors Policy 1985-06;

WHEREAS, the attached statement, provided by the Vice President for Finance and Administration, summarizes direct support provided by Mansfield University of Pennsylvania to the Foundation and contributions made by the Foundation to Mansfield University of Pennsylvania for the fiscal year ending June 30, 2008;

THEREFORE, BE IT RESOLVED, that the Council of Trustees certifies Mansfield University of Pennsylvania to be in compliance with Board of Governors Policy 1985-06.

Approved this 25<sup>th</sup> day of March 2009

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Ralph H. Meyer, Chairperson  
Mansfield University of Pennsylvania  
Council of Trustees

February 10, 2009

RE: Mansfield University of Pennsylvania  
 External Financial Support – BOG 1985-06  
 Certification of Support by University and Foundation

**Direct Support by University for Foundation:**

As specified in the Memorandum of Understanding between Mansfield University of Pennsylvania (University) and the Mansfield University Foundation (Foundation) the following services are provided by the University to the Foundation:

- Communication services including telecommunications;
- Access to University mail and printing services;
- Public relations services;
- Access to computer network and databases;
- Access to Food Service for special events;
- Office space including utilities and housekeeping;
- Staff, as determined by the President, to direct and assist with fund-raising activities.

**Direct Support by Foundation to University:**

As specified in the FY 2007-2008 audited financial statements of the Foundation, the following program expenses were provided by the Foundation for the benefit of the University:

	<u>FY 2007-08</u>	<u>FY 2006-07</u>
Scholarships	\$564,723	\$488,267
Donations	7,084	9,976
Capital and equipment	14,186	29,359
Supplies	46,954	60,285
Printing	17,061	39,793
Travel	206,980	18,790
Meals and refreshments	34,029	31,120
Other program expenses	<u>28,474</u>	<u>33,713</u>
<b>Total Program Expenses</b>	<b><u>\$ 919,491</u></b>	<b><u>\$711,303</u></b>

Submitted by: \_\_\_\_\_  
 Michael L. Reid  
 Vice President for  
 Finance and Administration

Date: \_\_\_\_\_



**Annual Physical Inspection of Facilities  
Mansfield University of Pennsylvania**

**Report to the Board of Governors**

Mansfield University's Council of Trustees conducted its annual physical inspection of the facilities on Wednesday, July 23, 2008 in accordance with the rules and regulations adopted by the Board of Governors. The inspection was held following the business meeting on the same date and was conducted by Michael L. Reid, Vice President for Finance and Administration; Benjamin Jones, Director of Facilities Management and Operations. Members of the Council of Trustees participating were:

Mr. Ralph H. Meyer  
Ms. Tessa Bieber  
Mr. Thomas A. Browning  
Ms. Ada Mae Saxton  
Dr. Robert D. Strohecker  
Mr. Richard P. Cashman

The following areas were specifically reviewed:

Campus interior walkway project  
Grant Science remodel  
Allen Hall construction site

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Ralph H. Meyer, Chairperson  
Mansfield University of Pennsylvania  
Council of Trustees

## NOTE TO TRUSTEES:

Most of the changes recommended in this document (highlighted in red) represent title changes necessitated by University organizational change since the last review of Mountie Manual Student Conduct guidelines. However, there are some changes recommended as a result of long term practice different from the stated terminology, and in an effort to make the guidelines more effective. More substantive changes are followed in green with explanatory comments. The most significant change is the transfer of academic disciplinary issues to a separate process administered by Academic Affairs/faculty.

## STUDENT CONDUCT

### Rationale for Discipline

The rights and privileges exercised by individuals are always a function of their relationship with others. Taken as a whole, your area of freedom is derived from the surrounding community, which holds you responsible, formally and informally, for the manner in which that freedom is exercised.

Freedom constructively used is expanded, while freedom used destructively is diminished. Restriction of privilege inevitably follows misconduct because of the interdependence between individual and community. Discipline is the process of determining restrictions appropriate to a particular form of abuse. Discipline is fundamental to education, a major purpose of which is to assist you in making the wisest possible use of freedom and thereby acquire more.

University discipline shall be limited to instances of misconduct which adversely affect the University community's pursuit of its educational purposes, namely (1) the opportunity of all members of the University community to attain their educational goals, (2) the generation and maintenance of an intellectual and educational atmosphere throughout the University community, (3) the protection of health, safety, welfare and property of the University community and property.

Persons engaged in misconduct will be judged by their actions and motives as interpreted by persons or committees with disciplinary authority, rather than by their own interpretation of intent. **The University shall make its sanctioning powers serve its educational goals, rather than promote general police functions well represented in general law.**

In situations in which a violation of civil or criminal law has occurred on campus, University authorities may choose to refer the case to an off-campus law enforcement agency and subsequently to the courts. The University may initiate appropriate proceedings within the campus judicial system prior to resolution off campus. **In cases where violations of University regulations occur off-campus, the University may choose to take disciplinary action.**

### Conduct Regulations

Any person who is found in violation of any of the following acts committed while a student on the University campus or on property controlled by the University or University affiliates or in connection with off-campus activities shall be subject to the maximum sanction authorized in this document.

- ~~1. Academic misconduct including all forms of cheating and plagiarism. Academic misconduct includes, but is not limited to, providing or receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation including papers, projects and examinations; and presenting, as~~

~~one's own, the idea or works of another person or persons for academic evaluation without proper knowledge.~~  
Transferred to the new academic misconduct process.

2. Actual or threatened physical assaults or intentional or reckless injury to persons or property.
3. Offensive conduct which causes interference, annoyance or alarm, or recklessly creates a risk thereof. This includes conduct of an offensive nature on-line/via the internet.
4. Interfering with the freedom of any person to express his/her views, including invited speakers.
5. Interference with entry into or exit from buildings or areas with free movement of any person.
6. Behavior or activities which endanger the safety of oneself or others.
7. Disruption or obstruction of teaching, research, administration, disciplinary proceedings or other University activities.
8. Violation of any restrictions, conditions or terms of a sanction resulting from prior disciplinary action.
9. Failure to provide identification upon demand by or to comply with other directions of University staff members, student staff or of the staff or contractual affiliates of the University acting in the performance of their duties or knowingly providing false information to University personnel.
10. Misuse of University documents - forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card, course registration material, schedule card, other University identification or any other document or record.
11. Possession, sale, transfer, purchase or delivery of drugs except as expressly permitted by law.
12. Making false statements in application for admission, petition, requests or other official University documents or records, forgery on drop/add forms and other University records or documents.
13. Forcible entry into a building or other premises.
14. Unauthorized presence in a building or other premises.
15. Possession or use of firearms, fireworks, dangerous weapons, or possession of chemicals when not authorized.
16. Starting fires, misuse of fire equipment and/or explosions and/or false reporting of a fire, bomb, incendiary device, or other explosive or any false reporting of an emergency.
17. Theft, damage, destruction, tampering or defacement of personal, University or University affiliates' property.
18. Disorderly conduct including behavior which causes public inconvenience, annoyance or alarm, or recklessly creates a risk thereof. This would include the use of obscene language or gestures and inappropriate use of computer privileges.
19. Illegal gambling in any form as defined by law.
20. Unauthorized use of University property or property of members of University community or University affiliates.
21. Violation of residence hall parietal rules and regulations.
22. Tampering with fire or safety equipment.
23. Violation of published University policies, rules, and regulations relating to: alcohol, smoking, sexual harassment, sexual assault, and other established regulations that are contained in University publications.
24. The use of computers for violation of personal privacy or committing of crimes; the unauthorized use of computers and/or peripheral systems, unauthorized access to computer programs or files, unauthorized alterations of computer programs, or files, unauthorized duplication or use of computer programs or files, making unauthorized changes to a computer account, or other deliberate action which disrupts the operation of computer systems serving other students of the University community generally.
25. Any violation of federal, state, or local law.
26. Repeated residence hall violations.
27. The commission of any Student Code of Conduct violation will be regarded as more serious if it is done with malicious intent toward the race, gender, color, religion, national origin, disability, or sexual orientation of another individual or group of individuals.
28. Animals may not be used in pranks or otherwise in any activity. Violation of this policy or any other abuse of animals is prohibited.

Any violation of the above proscriptions could be considered a major violation of University policy depending on the particulars of the specific violation.

### Definition of Sanctions

A preliminary observation should be made. Even where violation of a University regulation is established, sanctions need not in every case be imposed. Matters of extenuation should always be taken into account, along with circumstances, in determining sanctions. No sanctions should be imposed more serious than are clearly appropriate in the circumstances. Any student found in violation of a major University policy or repeated minor violations of University policies is subject to suspension or expulsion from Mansfield University.

**The burden of proof in any hearing or proceeding shall be by a preponderance of the evidence; that is, it is more likely than not, that the incident in the complaint, occurred. This burden rests with those instituting the complaint.**

### Hearing Board Sanctions

1. Verbal Warning. An oral statement to the offender, that University rules have been violated.
2. Written Warning. Reprimand for violation of specified regulation.
3. Compensation in the form of work or other duties as outlined in the description of sanction presented.
4. Restitution. Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
5. Fines may be imposed. Money collected as a result of a fine will be used for improvement in the residence halls.
6. **Residence Hall Probation.** A written notice placing the individual on probation. The conditions of that probation, such as its deviation, limitations, and specific penalties are stated in the probation. Residence Hall probation means that any further violation of University policy could result in removal from the residence halls with financial penalty (no refund). (NOTE: This sanction is recommended to give hearing boards a wider range of sanctions than presently exist. The language is in practice widely in the educational setting. Removal with penalty is necessary to prevent aberrant behavior being acted out to affect a move off-campus in violation of necessary residency requirements that enhance the richness of the campus culture and provide funding to maintain residence halls and dining programs.)
7. Disciplinary Probation. A written notice placing the individual on probation. The conditions of that probation, such as its duration, limitations, and specific penalties are stated in the probation. Disciplinary probation means that any further violation of University policy could result in suspension or dismissal. Parents will be notified when dependant students are placed on probation.
8. Suspension. Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time. The individual may re-enroll in the University at the termination of the period of suspension without readmission.
9. Dismissal. Termination of student status for an indefinite period. The conditions of readmission, if any are permitted, shall be stated in the order of dismissal.
10. Other sanctions may be imposed which the board deems appropriate to the offense.
11. A sanction of Disciplinary "Suspension" or Disciplinary "Dismissal" will be noted on a student's transcript. Notations of "suspension" will be removed from the transcript once the period of suspension ends. Notations of "Dismissal" are considered a permanent part of a student's transcript.

### Student Conduct Judicial Proceedings

When you are brought before a hearing committee, the following requirements of procedural due process shall be observed:

1. No member of a hearing committee who is otherwise interested in the particular case shall sit in judgment during the proceeding.

2. You shall be informed in writing of the reasons for the proposed disciplinary action with particularity, and in sufficient time to insure opportunity to prepare for the hearing.
3. When you are appearing before a University hearing board you shall have the right to be assisted in your defense by an advisor of your choice.

#### Initiation of Judicial Proceedings

Any academic or administrative official of the University, any member of the faculty, or any student of the University may file charges against any member of the University for Violation of all-University proscriptions (see Specific Proscriptions). The charges shall be filed with the **Assistant Director of Residence Life** who may recommend that the charges be disposed of informally, referred to the appropriate union agency, referred to civil authorities, or disciplinary proceedings be initiated. If all parties involved are not satisfied with informal resolution, the **Assistant Director** shall send to the person(s) charged a copy of the charge together with notice of applicable procedures that the person should be aware of.

Pending action on the charges, your status or your right to be present on the campus and to attend classes shall not be altered. Exceptionally, for reasons relating only to the demonstrated danger to your safety and well-being as the charged person, or for reasons relating only to the demonstrated danger to the safety and well-being of the students, faculty, or University property, you may be advised by the **Assistant Director of Residence Life**, pending consideration of the case, that your removal from campus would be in your own best interest or the best interest of the University community. ~~Such advice~~ This discussion shall be made before witnesses when possible and may take effect immediately.

#### Judicial Hearing Officer(s)

In all cases, a student has the right to a hearing. **The Assistant Director of Residence Life** or designee may hold this hearing **administratively**, rather than have any charges referred to a hearing board. This option is only available in cases where suspension/dismissal is not a possible sanction. Any student wishing to appeal the outcome of an administrative hearing may do so by notifying the **Assistant Director of Residence Life** within five days of the decision. Any student failing to attend a scheduled hearing does so with the understanding that the hearing will be held in his/her absence and the right to appeal shall be forfeited. Appeals of the decision of the **Assistant Director of Residence Life/designee** may be filed using procedures outlined in the "Procedures for Appeals" section.

#### The University Hearing Board

The University Hearing Board shall be the board for **extreme or precedent setting** cases that involve violations of University policy, excluding traffic violations. The board shall consist of a maximum of **38** members: **12** students, **10** administrators and a total of **16** faculty. Six members, two from each group, shall be selected for the hearing of each case. Three members must be present to constitute a quorum. (NOTE: Numbers of hearings and time commitment involved led to increasing the number of student and administrator participants to spread the load to ensure an adequate supply of volunteers. A Board of this type has not been empanelled in long term memory. Instead, practice has become utilizing Formal Administrative Hearings [see below] comprised of three (3) members all of which must be present for quorum instead. It is quite difficult to engage volunteers and coordinate schedules for all parties involved, i.e., witnesses, etc., resulting in a more practical, less cumbersome approach).

#### Formal Administrative Hearing

(Same procedure as for Hearing Board). The membership shall consist of three members of the university community (students, faculty, and administrators). **This board shall be the board for the majority of all cases involving violations of university policy, excluding academic violations and traffic violations, excepting those involving extreme or precedent setting issues. It may also be utilized for hearings related to sensitive issues/cases. All three members must be present to constitute a quorum. (NOTE: This has become actual practice on campus for the majority of all judicial hearings and has worked quite effectively for years.)**

## The University Appeals Board

The University Appeals Board shall be established to consider Requests for Reconsideration of Hearing Board decisions. The Board shall consist of 3 members: 1 student, 1 teaching faculty, and 1 administrator. Three members must be present to constitute a quorum. The members will be selected from individuals eligible to serve on the University Hearing Board. (NOTE: This board has been reduced from 6 to 3 members due to complexity of coordinating schedules to give timely response to sensitive matters. Consider that a quorum has always only required three (3) members for participation.

## Judicial System Facilitator

The Associate Vice President of Residence Life shall designate an individual to serve as advisor to both the Hearing and Appeals Boards. It shall be the responsibility of the advisor to chair hearings and to preside at and expedite deliberations of both boards. The advisor shall not vote nor attempt to influence the decisions of the boards.

## University Organizations

If a University organization is charged with a violation of University policy, such charges shall be brought against the appropriate officer of that organization who shall be named as a representative of that organization. If the situation warrants, other members of that organization shall be charged as additional representatives of that organization.

Following the identification of the representatives of the organization in question, the procedures contained in the campus Judicial Code shall be employed.

## Sanctions vs. University Organizations

If an organization is found to be in violation of University policy, sanctions may be levied against the organization as a group, in addition to individual members of the organization.

Sanctions against an organization could include loss of University recognition, establishment of a probationary period, or loss of the privilege to use University facilities.

## Selection of Hearing Board Members

Student members of both hearing boards shall be appointed by Student Government.

Faculty members shall be appointed by the Faculty Senate.

Administrators shall be appointed by the Associate Vice President of Residence Life.

Appointments of board members shall occur annually; consecutive terms are permissible.

## APPOINTMENT OF HEARING BOARD MEMBERS

Appointments to hearing boards shall be made at the beginning of the academic year for the period of August to June. Faculty and staff appointments are for two years and may be renewed.

## RULES OF PROCEDURE FOR HEARING BOARDS:

### Notice Pertaining to the Complaint

In any action or proceeding before the hearing board, notice must be given to the party against whom such action or proceeding is brought. Notice must be given in the form of a written complaint signed or forwarded



electronically to the Assistant Director of Residence Life by the complaining party which shall specify in complete form:

- A. The approximate time, place, date, and identification of conduct or violation of the University rules specified in the complaint.
- B. All the facts necessary and relevant to enable the party complained of to be informed of the charge against him/her.

Upon receipt of the said complaint, the Assistant Director of Residence Life will forward to the party(s) against whom such action or proceeding is brought the following:

- A. Notice must be given of the rights of any party before the hearing board convenes.
- B. Written notice of the time, date, and location of the hearing to be held on any complaint shall be given concurrently with the ~~notice required by Paragraph 1 of this section~~ Notice Pertaining to the Complaint on either a separate form/email or ~~on the face~~ in the body of the complaint. Such notice shall also contain notice that the person being charged need not be present at the hearing. If not present, the board, following established procedures, may conduct the hearing in the charged person's absence.

### Service

In any action or proceeding before the Hearing Board or process to be held, service of notice will be effected by

1. electronic delivery to university email address
2. registered mail (with return receipt requested), or
3. upon the person(s) directly.

(NOTE: The University has formalized the institutional email address as a formal mode of communication of formal correspondence. This provides a more rapid response to the resolution desired by all parties.)

### Time

Commencing from the date of service, the party upon whom such notice is served shall be given three (3) days before the commencement of any action or proceeding before the hearing board or process. The time required by this section may be waived by mutual consent of and upon the submission of a written/electronic request for an earlier or later hearing. Notice of new time and place shall be sent to the party complained of as provided in paragraph headed Notice Pertaining to the Complaint.

### Commencement of Action

All action, excluding appeals, shall be heard by the appropriate Hearing Board process by way of signed or electronic complaint. An action shall be commenced by filing such complaint with the Residence Life Office or Staff, which shall be responsible for complying with the sections governing service and time.

### Right to Counsel

Any person(s) appearing before a University Hearing Board shall have the right to be assisted in their defense by an advisor of their choice. The advisor may not directly participate in the hearing, ask questions of the student or witnesses, but may advise the student only. However, if either party to the complaint elects to be represented by legal counsel, the other party must be notified of that decision three (3) days prior to the hearing date and rescheduling may be required.

The individual against whom charges are being brought has the responsibility to provide his/her advisor with all pertinent factual and procedural information.

### Procedural Standards of Hearings

In any hearing before University judicial boards where the charge is a violation of University rules, the party complained of shall have all the protection provided by due process **for educational hearings**. (NOTE: as opposed to due process of law. i.e., campus standards below have not changed, but the legal standard for institutions is different than that provided in the courtroom as per Right to Counsel above. This is a simple clarification that emphasizes the educational process interest of institutions of higher learning – a development process.)

The procedural due process **for educational hearings** includes all of those rights of the person previously mentioned as well as the following:

1. The burden of proof in any hearing or proceeding before the hearing boards lies with those instituting the complaint.
2. Both parties to any action or proceeding before the hearing boards shall have the right to cross examination of witnesses who testify, and shall have the right to submit evidence in rebuttal. The hearing board shall have the right to question witnesses.
3. Evidence. All matters upon which the decision may be based must be introduced into evidence at the proceedings before the hearing board. Evidence of a victim's past sexual conduct is not admissible except evidence of a victim's past sexual conduct with the accused party, where consent is an issue and the evidence would be admissible otherwise. The decision shall be based solely upon such matters. Improperly acquired evidence shall not be admitted. The Hearing Board involved shall decide whether evidence has been properly acquired.
4. The hearing board may admit evidence which is deemed by them to be relevant. It may exclude incomplete, irrelevant, immaterial or unduly repetitious evidence.
5. All claims of privileged communication recognized by law shall be observed (i.e., counselor-student, physician-student, and minister-student). Such communication shall not be used as evidence by the hearing board.

#### Conduct of Hearing

1. **The Associate Vice President of Residence Life** shall designate an administrator who shall present complaints brought in the name of the University (**generally the Assistant Director of Residence Life or Residence Director of the hall in which an incident has taken place**).
2. Complaints brought by members of the University community other than the **Assistant Director of Residence Life** shall be personally presented by the party or person of his/her choice. (~~See Right to Counsel~~).
3. Prior to any session of the hearing boards, the **Assistant Director of Residence Life** shall provide only such information as is necessary for the hearing boards to understand the nature of the complaint.
4. In all cases before the hearing boards, a vote of the majority of the members present shall be required to find for violation/non-violation of the complaint charged. The hearing boards must convene and act with a quorum of three (3) members present.
5. In the presence of all parties, the hearing boards shall read the complaint, and request the party complained of to state whether he/she violated or did not violate the proscription cited.
  - a. Upon an affirmative plea, proceed to Part 2 of Decision.
  - b. Upon a negative plea, the prosecution must present its evidence. The party complained of shall then have an opportunity to question the evidence presented and to present his/her own evidence.
6. After hearing all the evidence, the board shall make a proposed finding of whether a violation occurred, solely upon the evidence presented.
7. A member of the hearing board must, at any time, withdraw from any procedure if he/she deems themselves disqualified for personal bias. After showing just cause, either party to the dispute may request that a member of the hearing board be withdrawn. If the board member refuses to withdraw, the board will decide by a secret ballot majority vote whether or not the member may remain. The board member in question shall not vote.



8. The hearing board shall be allowed to request for testimony such persons or papers essential to the finding of a fair and just decision. The board may decide by majority vote to recess the hearing in order to locate such persons or papers.
9. The chairperson of the hearing board shall be responsible for maintaining order and room decorum.
10. Any person who commits an action in the presence of the hearing board, which interrupts the proceedings of the board, and any person who refuses to comply with a reasonable order of the board, can, at the request of the chairperson, be removed from the hearing room **and may themselves face discipline charges**.
11. Meetings of the hearing boards shall be closed.

#### Decision

1. After the presentation of the evidence, the members of the hearing boards shall request the withdrawal of all parties, at which time the hearing board shall make its decision.
2. After a decision is reached, it shall be read to the party complained of and the party bringing the complaint.
3. If the party is found in violation, arguments may be made relative to sentence. The board may ask for information about any prior offenses committed by the accused. The hearing board shall request again the withdrawal of all parties and then determine a sentence. The sentence shall be read to all parties. The person complained of shall be informed of the right of appeal to the University Appeals Board. A written/**electronic** copy which details the facts ~~for~~ **related to** the decision shall be sent to all parties.

Any member of the hearing board who wishes to submit a signed dissent in writing to any decision of the board may do so. Such dissent shall accompany the decision and shall likewise be sent to all parties.

#### Requests for Reconsideration

Any party who has been found in violation as the final judgment shall have the right to request reconsideration. Any person pleading guilty or not attending the hearing forfeits the right of appeal.

A person found to be in violation may file a Request for Reconsideration from the decision within forty-eight (48) hours, after receiving that decision (weekends and University holidays are not included) to the **Associate Director of Residence Life (ADRL)**.

#### Procedure for Filing a Request for Consideration

1. Making a request. Any party as defined in the section "Request for Reconsideration" may make a request for reconsideration by filing a written appeal with the office of the **Associate Director of Residence Life**, who shall acknowledge receipt of such request on a written form. If the **ADRL** feels the request for reconsideration has merit, he/she shall notify the University Appeals Board that a valid request for reconsideration has been filed. Reasons for appealing a decision shall be limited to procedural errors in the original hearing or new information. If the **ADRL** believes the request for reconsideration is without merit, he/she will deny the request in writing. The person(s) making the request for reconsideration can appeal the **ADRL's** decision to the **Associate Vice President of Residence Life** within 48 hours.
2. Time. No request for reconsideration shall be heard by the University Appeals Board unless the written request is filed within forty-eight (48) hours (weekends and University holidays not included), after a decision has been handed down by the University Hearing Board, or unless an excuse deemed sufficient by the **ADRL** for failure to file is presented.
3. Upon receipt of a request by the **ADRL** to review a request for reconsideration, the University Appeals Board shall send notice to the University Hearing Board/**officer** to produce the record of the matter (See Records). If the hearing board fails to produce said record, the appellate board shall either dismiss the original complaint or grant a rehearing in its entirety.

4. Discretion to Hear Appeal. The University Appeals Board shall meet within seven (7) days after the notice is received from the **ADRL**. After reviewing the request for reconsideration and the written records or audiotapes of the original hearing, the University Appeals Board may choose to:
  - a. Deny the request for reconsideration.
  - b. Grant a request for reconsideration hearing only on information relative to procedural errors or new evidence.
  - c. Conduct a new, complete hearing.

The person(s) being charged, as well as those bringing charges, may be present to hear any decision of the Board.

5. Should the University Appeals Board grant the request for reconsideration hearing or a complete, new hearing, the board shall meet as soon as practicable to hear the appeal. The secretary of the appellant board shall notify all concerned parties, in writing, of the day, hour and place the request for reconsideration shall be heard. The appellant shall also be notified at this time of his/her rights at the hearing of the request for reconsideration.

#### Individual Rights at Hearing of Appeal

1. In any case where a rehearing is given, the appellant(s) and the respondent(s) shall have all the rights as if this were a hearing in the first instance.
2. In all other cases, the appellant(s) and the respondent(s) shall have the right to be present at the hearing of the request for reconsideration and to present arguments personally or through the person of his/her choice.

#### Conduct of Hearing Requests for Reconsideration

1. Except where a rehearing is given, the request for reconsideration shall be limited to a consideration of those procedural errors or new information pointed out by the appellant in the request.
2. The conduct of the hearing of the request for reconsideration shall proceed as follows:
  - a. The appellant or personal representative shall present his/her arguments.
  - b. The respondent shall follow the appellant and present his/her arguments.
  - c. The appellant shall then present any rebuttal argument.
  - d. The respondent shall follow and present any rebuttal argument.
3. The length of the arguments shall be determined by the board.
4. The appellant justices may, at any time, question anyone on any relevant point.

#### Decision

1. After the hearing of a request for reconsideration, the appeals board may:
  - a. Uphold the original decision.
  - b. Reduce the original decision.
  - c. Suspend the original decision.
  - d. Dismiss the original decision and require a new hearing to be held.
2. In all cases, after the argument, the parties shall withdraw and the board members may deliberate or wait the period of time provided in this section.
3. A decision may be rendered in writing within five (5) days from the time of the argument.
4. Any appellant(s) whose decision is affirmed shall be notified at the time of decision, of his/her right of further appeal which must be done in writing, within 48 hours, to the **Associate Vice President of Residence Life**. **(The University President may choose to act in lieu of the Associate Vice President of Residence Life in cases of extreme importance to the University.)** **(NOTE: This modification frees the President from the encumbrance of due process detail in all but the most important of campus situations.)**

#### Records

1. Only hearing boards/**hearing officers** have the right to maintain written records or audio tape recordings.

2. In any hearing or proceeding before a hearing board, either an audiotape or a summary record noting all pertinent matters (names of witnesses, objections and rulings) will be made.
3. The records of the hearing board shall not be public records. They shall only be read by authorized persons designated by the **Associate Vice President of Residence Life**. All matters therein contained shall be regarded as confidential. It shall be grounds for removal of any board member who reveals any matter in any record.
4. All records shall be retained for a reasonable amount of time, not to exceed two years.
5. All records shall be kept in an area designated by the office of the **Associate Vice President of Residence Life**.
6. The costs of making copies of records shall be paid by the defendant if copies are requested.

(NOTE: NEW ACADEMIC PROCESS)

**Academic Standards: Review Board Policy –**

If your total quality point average at the end of any semester falls below the minimum standard required to remain in school, a dismissal letter will be sent, notifying you of that action. If this is your first dismissal from Mansfield, you have, through your own initiative, the opportunity to appeal.

**Appeal of Dismissal for Failure to Meet Academic Standards:**

All appeals of first dismissals shall be heard by the **Dismissal Hearing Board**. The **Dismissal Hearing Board** for first dismissals shall be constituted exclusively of faculty. Each **Dismissal Hearing Board** shall have an identified chairperson appointed by the chairperson of the **Academic Standards Review Board**. The role of the chairperson shall be to conduct the hearings in a professional manner and ensure that the outcomes of the process are conveyed to the student and the staff of the Academic Advising Center, as well as all other university offices that have a need to know the outcome of the appeal. The chairperson of the **Dismissal Hearing Board** may vote on the outcome of the deliberations. The Academic Advising Center staff shall: (a) notify dismissed students of their status and the appeal process; (b) schedule the meetings for the **Dismissal Hearing Board**; and (c) provide follow-up advising as recommended by the **Dismissal Hearing Board**. The process for an appeal is as follows:

- A. A student who has received a first dismissal letter may make an appeal before the **Dismissal Hearing Board**. All letters of dismissal are prepared by the Academic Advising Center and sent over the signature of the Dean (or Provost Designee). The letters shall provide sufficient instructions for students who wish to make an appeal. Decisions of the **Dismissal Hearing Board** are final.
- B. Students who have been dismissed for a second time do not have the right to appeal to the **Dismissal Hearing Board** but may appeal to the Dean (or Provost Designee), whose decision shall be final.
- C. The **Dismissal Hearing Board** shall be constituted of three faculty members who represent the full **Academic Standards Review Board**. Depending on the need for hearings there may be as many as three Boards that operate at once. Each Board will have its own chair.
- D. After an appointment time is scheduled for the hearing, the student is expected to address to the chairperson of the **Dismissal Hearing Board** a written appeal, stating his or her case. The written appeal may be mailed to the chairperson or brought by the student to the hearing.
- E. The student may request the department chairperson of his or her major, or another member of the faculty, to serve as advocate during the hearing.
- F. Before the student presents his or her case to the **Dismissal Hearing Board**, the student's letter will be read by the Board. The members of the Board will consider all necessary records of the student. The student will then be given the opportunity to address the Board.

- G. Following the presentation of the appeal, the board members will vote in private to determine reinstatement or denial. Students will receive immediate notification of the decision as well as stipulations imposed by the Board to assist the student in achieving academic success. Failure to appear in person before the Hearing Board will finalize the dismissal.
- H. At his or her sole discretion the Dean (or Provost Designee) may hear the appeal of any dismissed student who for legitimate reasons, such as a documented medical emergency, could not attend the normal meeting of the Hearing Board.

### **Academic Dishonesty, Misconduct, Hardships or Dismissals:**

Matters that may be properly considered by means of the following procedures include, but are not limited to, academic dishonesty, complaints about grades, changes in requirements for a course during the semester, or dismissal from a program based on a student's failure to meet stated requirements. Complaints about grades or dismissals may, among other things, be based upon racial, sexual, or religious discrimination or other forms of favoritism; arbitrary, capricious, or unreasonable methods of evaluation; lack of precautions taken by the instructor against cheating or plagiarism; or unfair penalties for university-recognized absences from classes or examinations. Since each of these matters differ, slight differences in some of the steps taken and by who will be apparent in the procedures. However, in each case, the overall due process will be comprised of:

Step 1 – Informal complaint – meeting between parties for resolution.

- Outcomes:

- If resolved – report to Dean
- If not resolved (either party not in favor of outcome) – report to Dean and Chair and request Hearing Board

**Initiation of Appeals:** Where academic programs or departments have in place a clear process for considering appeals, this process must be exhausted before an appeal is filed with the Dean or the *Academic Standards Review Board*. Appeals of grades or program dismissals must be filed within 20 semester days of reasonable notice of the grade or dismissal letter to the student. This includes the posting of grades on-line in a location that students would normally expect to find them. Appeals intended for the *Board* are directed first to the Dean for his or her consideration, unless already part of the program or departmental process and must be reduced to writing and include a clear statement of the problem and a proposed solution.

**Notice of Hearings:** Anyone who files an appeal to the Board shall be notified by email to official University addresses (with delivery and read receipts) of hearing times and dates at least one week in advance of the hearing.

Step 2 – Formal complaint – both parties present evidence before Hearing Board with recommendations

- Outcomes:

- Hearing board finds no reason for complaint – charges dismissed
- Hearing board finds fault – recommends sanctions to parties - report to Dean and Provost
- If parties agree – sanctions enacted
- If parties disagree – (either party not in favor of recommended sanctions) – appeal to Provost

Step 3 – Appeal to Provost – due to additional evidence, violation of procedure, or Unreasonable or inappropriately severe sanctions.

- Outcomes

- Deny appeal and enact sanctions
- Refer back to Hearing Board for consideration

### **Academic Standards: Review Board Policy**

If your total quality point average at the end of any semester falls below the minimum standard required to remain in school, a dismissal letter will be sent, notifying you of that action. If this is your first dismissal from Mansfield, you have, through your own initiative, the opportunity to appeal

### **Academic Integrity Policy**

You are expected to do your own academic work. Dishonesty in academic work in any of its forms, including cheating, academic misconduct, fabrication, plagiarism, is unacceptable. Faculty is expected to instruct students in ways of avoiding these forms of academic dishonesty. Faculty is also responsible for assessing and reporting all charges of academic dishonesty to the provost. Procedures faculty will use to initiate disciplinary action in cases of academic dishonesty are outlined in this publication. (See Procedures).

Faculty is responsible for apprising students of course evaluation criteria, for adherence to the stated criteria, and for determining grades in a fair and equitable manner. If a student charges that a faculty member has discharged professional duties in an improper, arbitrary, discriminatory, or otherwise unjustified manner, complaints may be properly considered by means of the procedures outlined in this publication. (See Procedures).

All charges will be reported to the Provost; some charges may be referred to the Formal Administrative Board as described in the Judicial System section of this publication.

### **~~Academic Standards: Dishonesty—REPLACED BELOW~~**

~~If a faculty member suspects that a student has engaged in some form of academic dishonesty, the faculty member completes an Academic Dishonesty Form, shares the form with the student, and has the student sign the form and indicate whether he/she is guilty or not guilty of the charge. The student has three options: to indicate academic dishonesty and accept the sanctions as determined by the faculty member; to indicate academic dishonesty for an especially serious violation and face possible suspension or academic dismissal through the Administrative Hearing Board; to indicate innocence of the charge or to indicate that the sanction by the faculty member is too severe. In this last situation, the Hearing Board will meet to review the case. Both the student and the faculty member will be invited to the meeting, and both will be able to present evidence. The Hearing Board, in these cases will be comprised of a minimum of two faculty members and one student from either eligible hearing board members or members of the University Hearing Board in the case of faculty.~~

~~Following their review of the case, the Hearing Board will make a recommendation to the faculty member and the Provost, regarding the disposition of the case. The Hearing Board may state that it finds the student guilty or not guilty of the charge of academic dishonesty, and/or it may state that the sanction is too severe or not severe enough for the transgression. In any of these cases, these are recommendations to the faculty member and the Provost. If a student remains dissatisfied with the status of his/her case following the recommendations of the Hearing Board, the student may appeal directly to the Provost.~~

### **Academic Standards: Due Process/Complaints**

Complaints which may be properly considered by means of the following procedures include, but are not limited to, complaints about grades or changes in requirements for a course during the semester. Complaints about grades may, among other things, be based upon racial, sexual or religious discrimination or other forms of favoritism; arbitrary,

capricious, or unreasonable methods of evaluation; lack of precautions taken by the instructor against cheating or plagiarism; or unfair penalties for legally recognized absences from class or examination.

A. The student should first present the complaint, orally and informally, to the faculty member involved.

B. If no agreement is reached at Step A, the student may prepare a written complaint which contains supporting evidence and indicates the desired solution. This complaint must be submitted to the departmental chairperson and the faculty member within 20 regular semester class days of the date on which the student became aware, or should have become aware, of the occurrence leading to the complaint. The faculty member, the student and the chairperson shall meet to discuss the complaint. The chairperson may conduct whatever informal investigation seems necessary and should attempt to achieve a negotiated settlement. If the complaint is directed against the departmental chairperson, the written complaint must be submitted to the Provost/Vice President for Academic Affairs who shall select a senior member of the department to fill the chairperson's role in this procedure.

C. If the student is still unsatisfied, he/she may have a hearing before a committee especially formed for the purpose. The request for such a hearing must be presented to the Provost/Vice President for Academic Affairs within five regular semester class days of the meeting required in Step B. This request must be accompanied by a copy of a written complaint, which may be redrafted before it is submitted.

D. The committee to hear the complaint shall be composed of two faculty members, one student, and the designee of the Director of Residence Life who shall be a non-voting member and shall serve as chairperson. The chairperson shall be responsible for scheduling and conducting committee meetings and for insuring that the procedures described herein are carried out. The two faculty members of the committee shall be chosen by the chairperson from a list of faculty who has agreed to serve on hearings. The student member shall be selected by the executive committee of the Student Government Association. The committee shall adopt its own rules of procedure, consistent with these guidelines.

E. The student and the Provost's representative shall each appear before the committee at the same time. Each may be accompanied by a member of the academic community to act as an advocate.

F. The student and the faculty member may each present to the committee such witnesses as they feel are desirable.

G. The committee may conduct an investigation and collect evidence. The student and the faculty member must be given this evidence and each afforded an opportunity to rebut it.

H. The faculty member shall make all pertinent materials and grading records available to the committee. The committee may, at its discretion, make available to the student those records, or portions thereof, which it judges to be relevant in light of the student's allegations.

I. The committee shall consider the evidence and make a recommendation to the faculty member as to how the complaint shall be settled. The faculty member should be guided by, but is not bound by, this recommendation. Any other recommendations of the Board shall be sent to the Provost.

J. If either party is still dissatisfied, he/she may appeal to the Provost/Vice President for Academic Affairs.

K. The Provost/Vice President for Academic Affairs shall hear the evidence by each side and may collect further evidence as desirable. Both sides must be given access to such evidence and given the opportunity to rebut it.

L. The Provost/Vice President for Academic Affairs shall take whatever action is felt necessary to restore equity in the situation, with the provision that a course grade may not be altered to A, B, C, or D, nor may a grade of F be



altered to P, without the consent of the faculty member who assigned the grade. Any grade may be altered to W and any passing grade may be altered to P without such consent.

### ~~Academic Standards: Review Board Procedures—REPLACED AT BEGINNING~~

~~A.—Once the student has received the first dismissal letter and decided to make an appeal before the Academic Standards Review Board, an appointment can be made for the hearing by contacting the chairperson of the A.S.R.B.~~

~~B.—Students who have been dismissed a second time do not have the right to appeal to the A.S.R.B.~~

~~C.—After a time is scheduled for the hearing, the student is expected to address to the chairperson of the board a written appeal, stating his/her case. The written appeal may be mailed to the chairperson or brought in by the student to the hearing.~~

~~D.—The student will request the department chairperson of his/her major, or a faculty person, to serve as advocate and voting member of A.S.R.B. during the hearing.~~

~~E.—Before the student presents his/her case to the board, the student's letter will be read by the board. The voting members of A.S.R.B. will consider all necessary records of the student. The student will then be given the opportunity to address the board.~~

~~F. Following the presentation of the appeal, the board members will vote to determine reinstatement or denial. Students will then receive immediate notification of the decision as well as stipulations imposed by the board to assist the student in achieving academic success. Should the student's chairperson or the faculty member of his/her choice fail to appear, the remaining voting members will determine the decision on any specific case.~~

~~G. Failure to appear in person before the board will finalize the dismissal.~~

**ACADEMIC DISHONESTY** – If a faculty member believes that a student has engaged in some form of academic dishonesty, the faculty member is expected to complete an Academic Dishonesty Form, identify the level of violation as described below, share the form with the student, and request that the student sign the form to indicate whether he or she is guilty or not guilty of the charge. The student has three options: (a) to indicate academic dishonesty and accept the sanctions as recommended by the faculty member; (b) to indicate academic dishonesty for an especially serious violation and face possible suspension or academic dismissal through the Academic Standards Review Board; (c) to indicate innocence of the charge or to indicate that the sanction by the faculty member is too severe. In the last two situations, the *Academic Standards Review Board Chairperson* will appoint a *Hearing Board* to review the case. Reports of all violations are must be forwarded with supporting evidence to the office of the Dean who shall maintain a record of all infractions and penalties.

- A. Step 1: Informal Complaint.** The faculty should first confront the student, *orally and informally*, with his/her suspicions. Any outcome at this stage must be accompanied by a signed academic violations form and sent to the Dean.
- B. Step 2: Formal Complaint to the Dean and Academic Standards Review Board.** If the faculty member believes that the severity of the violation warrants it or the student is dissatisfied with the outcome of the informal hearing process, he or she may ask the Dean for assistance in resolving the matter. If the Dean believes he or she is unable to resolve the matter, the complaint should be forwarded to the chairperson of the *Academic Standards Review Board* for the purpose of scheduling a review of the matter before a *Hearing Board* assembled for the purpose. The request for such a hearing must be presented by the Dean within 5 regular semester class days following the meeting required in **Step 2**. This request must be accompanied via a dated copy of the written complaint, which may be redrafted before it is submitted to the

**Hearing Board.** The complaint should describe the problem and suggest the resolution desired by the complainant or why the resolution is unacceptable.

- C. The complaint shall be heard by a **Hearing Board** that represents the full **Academic Standards Review Board**. The **Hearing Board** shall convene as soon as practical after notification of an appeal or request for review, although at least 7 days notice should be given to all parties.
- D. The **Academic Standards Review Board** chairperson shall preside over the hearing to ensure that the process is fair and focused on the complaint and that no party threatens, intimidates, or coerces any of the participants.
- E. The faculty member and student shall appear before the **Hearing Board** at the same time. The faculty member shall introduce such evidence as he or she deems appropriate and relevant to the case. The student may present their side of the case. Both parties may be accompanied by a member of the academic community to act as an advocate. The advocate may be a student, member of the faculty, or member of the University staff. Parents, attorneys, or other observers are *not* permitted at the hearing. Should the student or faculty member fail to appear before the **Hearing Board**, the Board shall have full authority to proceed in his or her absence.
- F. The student and the faculty member may each present to the **Hearing Board** such witnesses as they feel are appropriate. Witnesses may be present at the hearing only as they are called to testify. The faculty member, student and Hearing Board may each question witnesses in turn. A hearing will not be cancelled or postponed if a scheduled witness fails to attend, but the chairperson, at his or her discretion, may allow written statements if a witness is unable to attend.
- G. The **Hearing Board** may conduct an investigation and collect evidence. The student and the faculty member must be given any such evidence and each afforded an opportunity to respond to it.
- H. The student waives his or her rights to confidentiality of academic records as they relate to the resolution of the complaint within the University's process.
- I. The faculty member shall make all pertinent materials and grading records available to the **Hearing Board**, as necessary.
- J. The **Hearing Board** may, at its discretion, make available to the student those records, or portions thereof, which it judges to be relevant in light of the student's allegations.
- K. The **Hearing Board** shall consider the evidence and make a *recommendation* to the student, faculty member, program director, or department chair, as to how the complaint should be settled. A simple majority of the **Hearing Board** shall decide the issue. The chairperson shall not vote except to break a tie.
- L. The faculty member, program director, or department chair should be guided by, but are not bound by, this recommendation. Any recommendations of the **Hearing Board** shall also be sent to the Provost and the Dean.
- M. **Step 3:** If either party remains dissatisfied, he or she may appeal to the Provost. Appeals must be submitted in writing within 5 semester class days of written notification of a hearing outcome. Students shall have the right to request a review of a decision based on one or more of the following criteria:
  - 1) New information not reasonably available at the time of the hearing.
  - 2) Procedural error that could reasonably be judged to have materially affected the outcome of the hearing.
  - 3) Unreasonable or inappropriately severe sanctions.

The Provost shall review the available evidence and may collect further evidence as he or she deems necessary.

- N. The Provost shall take whatever action he or she believes necessary to restore equity in the situation, including the suspension or expulsion of a student from a program or the University, with the provision that a faculty administered course grade may not be altered to A, B, C, or D, nor may a grade of F be altered to P, without the consent of the faculty member who assigned the grade. Any grade may be altered to W and any passing grade may be altered to P without such consent. The decision of the Provost shall be final in academic matters.



## Violations of Academic Integrity and Sanctions

While violations of academic integrity are always serious matters, some are honest mistakes, while others are more serious and are a result of serious lack of judgment regarding academic integrity. These have been categorized into three levels and are outlined below.

**Level One Violations.** Level One violations may occur because of inexperience, carelessness, or lack of knowledge of principles of academic integrity on the part of students committing the violation. These violations are likely to involve a small fraction of the total course work, are not extensive, or occur on a minor assignment. The following are examples:

1. Working with another student on a laboratory or other homework assignment when such collaborative work is not permitted.
2. Failure to footnote or give proper acknowledgment in a limited section of an assignment.
3. Signing into class for another student who is absent.
4. Leaving a class or lab without permission after signing in.

Faculty have discretion in identifying an appropriate sanction for a violation. Recommended sanctions for Level One violations are listed below; one of these may be chosen by the instructor in each case:

1. Failure of the relevant assignment.
2. An additional assigned paper or research project on a relevant topic.
3. A make-up assignment at a more difficult level than the original assignment.
4. Reduction of points toward final grade.
5. Written or verbal warning to the student accompanied by a report to the Dean so that a permanent record is established in accord with university policy.

Records of students who commit Level One offenses will be maintained in the Dean's Office until the student's graduation.

**Level Two Violations.** Level Two violations are characterized by dishonesty of a more serious nature or that affects a more significant aspect or portion of the course work. The following are examples:

1. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
2. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
3. Two or more students submitting similar or identical work for the same assignment.
4. Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators.
5. Receiving assistance from others, such as research, statistical, computer programming, or field data collection help that *constitutes an essential element* in the undertaking without acknowledging such assistance in a paper, examination, or project.

The recommended sanction for Level Two violations is failure of the assignment or, if the assignment is a major portion of the course, failure of the course. Records of students who commit Level Two offenses will be maintained in the Dean's Office and Registrar until graduation. A second charge at Level Two may, at the discretion of the Dean, lead to academic suspension and a notation of "suspended for academic dishonesty" on the student's permanent transcript.

**Level Three Violations.** Level Three violations are serious, go well beyond Level One or Two and, in the opinion of the faculty member *and* the Dean, require adjudication at the University level. Level Three Violations include dishonesty that affects a major or essential portion of work done to meet course requirements, involves

premeditation, or is preceded by one or more violations at Levels One or Two. Cases involving Level Three violations are routinely referred to the *Academic Standards Review Board*. Examples include:

1. Copying significant portions of a midterm or final examination.
2. Plagiarizing major portions of a written assignment.
3. Facilitating illicit copying during an exam.
4. Using prohibited materials, e.g., books, notes, or electronic devices during an examination.
5. Collaborating before an exam to develop methods of exchanging information and implementing such acts.
6. Infractions of academic honesty similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a university office; purchasing an examination; or falsifying a transcript to secure entry into the University or changing the record of work done at the University) .
7. Altering examinations for the purposes of re-grading.
8. Acquiring or distributing an examination from unauthorized sources prior to the examination.
9. Intentionally presenting the work of another as one's own.
10. Having a substitute take an examination or taking an examination for someone else.
11. Using purchased term papers or other materials.
12. Removing posted or reserved material, or preventing other students from having access to such information.
13. Fabricating data by inventing or deliberately altering material.
14. Using unethical or improper means of acquiring data.
15. Willful violation of an ethical code of the profession for which a student is preparing.

The sanction typically sought for Level Three violations or repeated violations of Level One and Two offenses is a minimum of failing a course or, in more serious instances, a one-semester suspension from the University. For the most serious of these offenses, students may be dismissed following the recommendation of the *Hearing Board*. In instances where a student is suspended or dismissed, there shall be a notation of “suspended/dismissed for academic dishonesty” entered on the student’s permanent transcript.

**ACADEMIC MISCONDUCT OR HARDSHIP OR DISMISSALS** – If a student believes that a faculty member has assigned a grade incorrectly, that a change in the criteria for graduation may create a hardship, or that they have been dismissed from a program unfairly, the student shall complete an Academic Hardship Form, identify their complaint and submit to the Dean. Matters that may be properly considered by means of the following procedures include, but are not limited to, complaints about grades, changes in requirements for a course during the semester, or dismissal from a program based on a student’s failure to meet clearly stated requirements. Complaints about grades or dismissals may, among other things, be based upon racial, sexual, or religious discrimination or other forms of favoritism; arbitrary, capricious, or unreasonable methods of evaluation; lack of precautions taken by the instructor against cheating or plagiarism; or unfair penalties for university-recognized absences from classes or examinations.

- A. Step 1: Informal Complaint.** The student should first present the complaint, *orally and informally*, to the faculty member. Any outcome at this stage must be accompanied by a signed academic hardship form and sent to the Dean and Department Chair.
- B. Step 2: Formal Complaint to the Dean.** If the student is dissatisfied with the outcome of the informal hearing process, he or she may ask the Department Chair for assistance in resolving the matter. The student will prepare a written complaint which contains supporting evidence and the desired outcome. The complaint must be submitted within 20 regular semester class days of the date on which the student, or should have become aware, of the occurrence leading to the complaint. The Department Chair will notify the Dean of the formal hearing. The student, faculty member and Chair will meet and attempt a satisfactory

settlement. If the complaint is directed against the department chairperson, the written complaint must be submitted to the Dean who shall select a senior member of the department or, if none exists in the department, the Dean (or Provost Designee) to fill the chairperson's role in this procedure. Any outcome at this stage must be accompanied by a signed academic hardship form and sent to the Dean.

- C. Step 2a: Formal Complaint at the Department Level.** If no resolution is reached when Step 1 involves a program or department decision, the student may prepare a *written complaint* that contains supporting evidence and indicates a desired outcome. This complaint must be submitted to the Dean, program director and chair as well as any involved faculty member within 20 regular semester class days of the date on which the student became aware, or should have become aware, of the occurrence leading to the complaint. The faculty member, the student, the program director, and chairperson shall meet to discuss the complaint. The chairperson may conduct whatever informal investigation seems necessary and should attempt to achieve a negotiated settlement
- D.** If the student is not satisfied or the chairperson is unable to resolve the matter, the complaint should be forwarded to the chairperson of the ***Academic Standards Review Board*** for the purpose of scheduling a review of the matter before a ***Hearing Board*** assembled for the purpose. The request for such a hearing must be presented to the Dean within 5 regular semester class days following the meeting required in **Step 2**. This request must be accompanied via a dated copy of the written complaint, which may be redrafted before it is submitted to the ***Hearing Board***. The complaint should describe the problem and suggest the resolution desired by the complainant or why the resolution is unacceptable.
- E.** The complaint shall be heard by a ***Hearing Board*** that represents the full ***Academic Standards Review Board***. The ***Hearing Board*** shall convene as soon as practical after notification of an appeal or request for review, although at least 7 days notice should be given to all parties. The ***Hearing Board*** shall have at least one faculty member from Arts & Sciences and one from Professional Programs.
- F.** The ***Academic Standards Review Board*** chairperson shall preside over the hearing to ensure that the process is fair and focused on the complaint and that no party threatens, intimidates, or coerces any of the participants.
- G.** The faculty member and student shall appear before the ***Hearing Board*** at the same time. The faculty member shall introduce such evidence as he or she deems appropriate and relevant to the case. The student may present their side of the case. Both parties may be accompanied by a member of the academic community to act as an advocate. The advocate may be a student, member of the faculty, or member of the University staff. Parents, attorneys, or other observers are *not* permitted at the hearing. Should the student or faculty member fail to appear before the ***Hearing Board***, the Board shall have full authority to proceed in his or her absence.
- H.** The student and the faculty member may each present to the ***Hearing Board*** such witnesses as they feel are appropriate. Witnesses may be present at the hearing only as they are called to testify. The faculty member, student and Hearing Board may each question witnesses in turn. A hearing will not be cancelled or postponed if a scheduled witness fails to attend, but the chairperson, at his or her discretion, may allow written statements if a witness is unable to attend.
- I.** The ***Hearing Board*** may conduct an investigation and collect evidence. The student and the faculty member must be given any such evidence and each afforded an opportunity to respond to it.
- J.** The student waives his or her rights to confidentiality of academic records as they relate to the resolution of the complaint within the University's process.
- K.** The faculty member shall make all pertinent materials and grading records available to the ***Hearing Board***, as necessary.
- L.** The ***Hearing Board*** may, at its discretion, make available to the student those records, or portions thereof, which it judges to be relevant in light of the student's allegations.
- M.** The ***Hearing Board*** shall consider the evidence and make a *recommendation* to the student, faculty member, program director, or department chair, as to how the complaint should be settled. A simple majority of the ***Hearing Board*** shall decide the issue. The chairperson shall not vote.

- N.** The faculty member, program director, or department chair should be guided by, but are not bound by, this recommendation. Any recommendations of the *Hearing Board* shall also be sent to the Provost and the Dean.
- O. Step 3:** If either party remains dissatisfied, he or she may appeal to the Provost. Appeals must be submitted in writing within 5 semester class days of written notification of a hearing outcome. Students shall have the right to request a review of a decision based on one or more of the following criteria:
- 1) New information not reasonably available at the time of the hearing.
  - 2) Procedural error that could reasonably be judged to have materially affected the outcome of the hearing.
  - 3) Unreasonable or inappropriately severe sanctions.

The Provost shall review the available evidence and may collect further evidence as he or she deems necessary.

- P.** The Provost shall take whatever action he or she believes necessary to restore equity in the situation, including the suspension or expulsion of a student from a program or the University, with the provision that a faculty administered course grade may not be altered to A, B, C, or D, nor may a grade of F be altered to P, without the consent of the faculty member who assigned the grade. Any grade may be altered to W and any passing grade may be altered to P without such consent. The decision of the Provost shall be final in academic matters.



**MANSFIELD UNIVERSITY**  
**COUNCIL OF TRUSTEES MEETING**

Wednesday, May 27, 2009  
2:00 p.m.

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

**A G E N D A**

**I. MEETING CALLED TO ORDER**

**II. RECORDING OF ATTENDANCE**

**III. PUBLIC COMMENTS**

**IV. APPROVAL OF MINUTES**

March 25, 2009 (Exhibit A)

**MOTION:**

**V. COMMITTEE REPORTS**

A. Academic Affairs Report (Dr. Keller)

B. Multicultural Affairs Report (Mr. Zellner)

C. Finance and Administration Report (Mr. Reid)

**MOTION** to approve \$7,794,855.50 in aggregate value for purchase orders of \$10,000 or more for the period of January 16, 2009 through April 15, 2009 as identified in Exhibit B.

**MOTION** to approve \$1,377,043.59 in aggregate value for purchase orders of less than \$10,000 for the period of January 16, 2009 through April 15, 2009 as identified in Exhibit C.

**MOTION** to approve and recommend for submittal to the Pennsylvania State System of Higher Education Board of Governors the Mansfield University Hardship Grant as identified in Exhibit I.

D. Human Resources Report (Ms. Carleton)

E. Leadership Institute Report (Mr. Heinle)

F. Student Affairs Report (Mr. Harrington and Mr. Colby)

**MOTION** to approve the proposed student health fee increase as identified in Exhibit D.

**MOTION** to approve the proposed changes to the residence hall and dining agreement for fall 2010 as identified in Exhibit E.

**MOTION** to approve the proposed deposit to accompany the residence hall and dining agreement for fall 2010 as identified in Exhibit F.

**MOTION** to approve the proposed housing and dining rates for academic year 2009-2010 as identified in Exhibit G.

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

Meeting Dates for 2009-2010

A calendar noting holidays and special activities for 2008-2009 is attached as Exhibit H for Council's consideration. Possible Council of Trustees meeting dates are as follows:

Wednesday, September 23, 2009  
Wednesday, November 18, 2009  
Wednesday, January 27, 2010 – retreat  
Wednesday, March 24, 2010  
Wednesday, May 26, 2010  
Wednesday, July 28, 2010

Proposed meeting schedule for the coming year:

10:00 a.m.-12:00 p.m. Coffee Discussion and Lunch  
12:00-2:00 p.m. Committee Meeting  
2:00-3:00 p.m. COT Meeting

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

**IX. EDUCATIONAL FEATURE**  
**First Year Experience – Assistant Professor Karri Verno**

**X. REPORTS**

Student Government Association

PACT

**XI. OTHER BUSINESS**

**XII. DATE OF NEXT MEETING**

The next regular meeting of the Mansfield University Council of Trustees will be held on **Wednesday, July 22, 2009 at 2:00 p.m. in the North Hall 6<sup>th</sup> Floor Community Room.**

**XIII. ADJOURNMENT**



**MANSFIELD UNIVERSITY**  
**Mansfield, Pennsylvania**

**Wednesday, March 25, 2009**  
**6<sup>th</sup> Floor Community Room, North Hall**  
**11:00 a.m.**

**COUNCIL OF TRUSTEES**

**MINUTES**

**I. MEETING CALLED TO ORDER**

Chairman Meyer called the meeting to order at 11:27 a.m.

**FOR THE RECORD:** In accordance with the Sunshine Law, this meeting was advertised in the *Wellsboro Gazette* on March 11, 2009.

**II. RECORDING OF ATTENDANCE**

The following Trustees were in attendance:

Ms. Tessa Bieber, Student Member  
Mr. Thomas A. Browning, Member  
Mr. Richard P. Cashman, Secretary  
Mr. Lewis B. Lee, Member  
Mr. Craig G. Litchfield, Member  
Mr. Ralph H. Meyer, Chair  
Ms. Ada Mae Saxton, Member  
Mr. Howard J. Smith, Jr., Member  
Dr. Robert D. Strohecker, Vice Chair

The following Trustees were not in attendance:

Ms. Carol J. Tama, Member

## **II. RECORDING OF ATTENDANCE (Continued)**

Members of the University staff who were in attendance are as follows:

Dr. Maravene Loeschke, President  
Mr. Brian Barden, Executive Director of Enrollment Services  
Ms. Dia Carleton, Executive Director of Human Resources  
Mr. William Chabala, President, APSCUF  
Mr. Charles Colby, Associate Vice President for Residence Life  
Dr. Scott Davis, University Senate President  
Dr. Deborah Erickson, Associate Provost  
Mr. James Harrington, Associate Vice President for Student Affairs  
Mr. Dennis Heinle, Director of the Leadership Institute  
Ms. Anne M. LaVancher, Secretary to the Council of Trustees  
Mr. Dennis Miller, Director of Public Relations and Publications  
Mr. Michael L. Reid, Vice President of Finance and Administration  
Dr. Robert Timko, Interim Dean of Arts and Sciences  
Mr. Larry Watts, President, SCUPA

Others in Attendance:

Ms. Shantee Proctor, President, Student Government Association  
Ms. Kate Plaska, Student

## **III. PUBLIC COMMENTS**

Chairman Meyer invited public comments. No comments were received.

## **IV. APPROVAL OF MINUTES**

November 19, 2008 (Exhibit A)

**A motion was made by Mr. Lee, seconded by Mr. Browning, and unanimously carried to approve the minutes of November 19, 2008 as written.**

## V. COMMITTEE REPORTS

### A. Academic Affairs Report

Mr. Barden, Executive Director of Enrollment Services, noted the topics discussed in the Academic Affairs report:

- Presentation about Mansfield University's Enrollment Management plan and direction;
- Admission applications for fall are down 3.35%; confirmations for fall are up 5%;
- PDE changes for grades four through eight middle level education will be on-line for fall 2010.

### B. Finance and Administration Report

Mr. Reid noted the topics discussed in the Finance and Administration report:

- External financial support to the Mansfield University Foundation;
- Auditor's report FY 2008 by Parente Randolph – the report was presented at the November Trustee meeting;
- Purchase orders above and below \$10,000 for the period October 16, 2008 through January 15, 2009;
- Annual inspection of facilities report;
- University's budget status for 2008-2009 and 2009-2010;
- Financial aid and scholarship support status.

#### Approval of Purchase Orders of \$10,000 or more

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Mr. Browning, seconded by Mr. Smith, and unanimously carried to approve the purchase orders of \$10,000 or more for the period of October 16, 2008 through January 15, 2009 for a total of \$583,100.55** as identified in Exhibit B.

#### Approval of Purchase Orders less than \$10,000

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Ms. Saxton, seconded by Dr. Strohecker, and unanimously carried to approve the purchase orders of less than \$10,000 for the period of October 16, 2008 through January 15, 2009 for a total of \$644,690.24** as identified in Exhibit C.

#### Approval of the Resolution Certifying Direct Financial Support

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Dr. Strohecker, seconded by Mr. Lee, and unanimously carried to approve the resolution and supporting documentation certifying the direct financial support of the Mansfield University Foundation for the fiscal year ending June 30, 2008** as identified in Exhibit D.

**V. COMMITTEE REPORTS** (continued)**B. Finance and Administration Report** (continued)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. Litchfield, seconded by Mr. Browning, and unanimously carried to approve the independent auditor's report for the fiscal year ending June 30, 2008.**

**C. Human Resources Report**

Ms. Carleton noted the topics given in the Human Resources Report:

- Affirmative action data review;
- Wellness challenge and PASSHE wellness program;
- Application tracking system with Image Trend;
- Events:
  - Third community connection dinner for international students and the community;
  - Take Your Child to Work Day will be held on April 23;
  - Employee Service Recognition Celebration will be held on April 28;
  - "Gratitude Tree" celebration will be April 29.

**D. Leadership Institute Report**

Mr. Heinle noted the topics given in the Leadership Institute Report:

- Mountaineer Leadership Program update;
- Leadership scholarship fundraising;
- Leadership speaker series with a goal of six to eight speakers for the next academic year.

**E. Student Affairs/Residence Life Report**

Mr. Colby and Mr. Harrington noted the topics given in the Student Affairs Report:

- Review of goals for 2008-2009 for Student Affairs and Residence Life;
- Thanks to Ms. Proctor and Ms. Bieber for their service to MU as student leaders;
- Discussion regarding the recommended changes to the *Mountie Manual* as discussed in the November meeting;
- Discussion regarding proposed changes to the Residence Hall and Dining Agreement;
- Discussion regarding proposed changes to the housing and dining rates for FY 2009-2010;
- Students Working Against Tobacco program update;
- Review of the housing master plan.

**V. COMMITTEE REPORTS** (continued)**E. Student Affairs/Residence Life Report** (continued)**Approval of Judicial and Academic Due Process Procedures**

Upon the recommendation of the Associate Vice President for Residence Life and the President, **a motion was made by Mr. Lee, seconded by Ms. Saxton, and unanimously carried to approve the changes to the *Mountie Manual Judicial and Academic Due Process Procedures* as identified in Exhibit F.**

**F. University Advancement Report**

President Loeschke noted the following topics discussed in the University Advancement report:

- Administration will take a serious look at the University Advancement structure for cost effectiveness/efficiency;
- Fundraising update.

**VI. OLD BUSINESS**

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Dr. Strohecker, seconded by Mr. Smith, and unanimously carried to approve the Annual Physical Inspection of Facilities report** as identified in Exhibit E.

**VII. NEW BUSINESS****Strategic Plan Implementation Team Report**

Mr. Reid, chair Community Relations Implementation Team, reported the following:

- The committee is composed of students, community members, university staff and faculty;
- Members include: Mike Reid, Irene Morgan, Abe Ghods, Gayle Hall, Dennis Miller, Jamie Miller, Steve Plesac, Chris Shegan, Bob Strohecker, Tom Wierbowski, Allen Zellner, Aaron Hackman and Jess Ricker
- Evaluation of how MU relates to the community;
- Review of the charge to the committee;
- List of goals and action items of the committee: relationships/partnership that foster entrepreneurial development opportunities, more vibrant campus life and revitalization of our local community; expand presence for campus events; developing centralized location for all campus information to visitors and students.

**VIII. INFORMATION ITEMS**

No items discussed.

**IX. EDUCATIONAL FEATURE – Mountaineer Leadership Presentation**

Ms. Kate Plaska, a senior Criminal Justice Administration major and member of the Mountaineer Leadership Program, talked about the Mountaineer Leadership Program and provided a presentation about Leadership Weekend 2008 at Mansfield University. Ms. Plaska will continue her education in the Masters of Organizational Leadership program.

**X. REPORTS**Student Government Association (SGA)

Ms. Shantee Proctor, President SGA, provided the following report:

- There is a new marquee on the Alumni Hall Student Center purchased by SGA;
- SGA elections will be held this week and they will use Wellsboro's polling equipment;
- Committee on Finance and SGA bylaws have been revised;
- SGA will participate in the "Big Event" for the community.

PACT

Mr. Meyer gave the information about the PACT conference:

- The next conference will be held April 1-3, 2009 in Harrisburg;
- The conference is in conjunction with PASSHE's 25<sup>th</sup> anniversary celebration.

President Maravene Loeschke

Dr. Loeschke noted the following:

- Strategic Plan is moving forward and is a living plan. Each goal has an implementation team, all of which have been meeting regularly;
- Dr. Keller has been onboard for a week as Provost and is bringing stability to the Academic Affairs;
- The searches for two dean positions have begun;
- Alumni Relations Office is moving to the ground floor of Alumni Hall;
- Thanks to Dr. Timko for his service as Interim Dean of Arts and Sciences;
- Thanks to Dr. Erickson as Associate Provost and best of luck to her in her position as Provost at Lock Haven University;
- Harry Hillson celebrated his 700<sup>th</sup> career win in baseball;
- Sprint football has a full roster for the coming season;
- Football has been invited to Army's bowl game in the fall;
- The boxing team's, Jarrell Hill, won the teams first regional gold medal.

**XI. OTHER BUSINESS**

Ms. Bieber thanked COT for the pleasure of serving as a member of the board. She also noted that she received six applications from student Trustee candidates.

**XII. DATE OF NEXT MEETING**

The next regular meeting of the Mansfield University Council of Trustees will be held on **Wednesday, May 27, 2009 at 2:00 p.m. in the North Hall 6<sup>th</sup> Floor Community Room.**

**XIII. ADJOURNMENT**

**The meeting was adjourned at 12:14 p.m.**

Respectfully Submitted,

Anne M. LaVancher  
Recording Secretary

**MANSFIELD UNIVERSITY OF PENNSYLVANIA  
COUNCIL OF TRUSTEES REPORT  
PURCHASES UNDER \$10,000  
BETWEEN JANUARY 16, 2009 THROUGH APRIL 15, 2009**

VENDOR NAME =====	VENDOR NUMBER =====	PO NUMBER =====	PO DATE =====	DOLLAR AMOUNT =====	ITEM DESCRIPTION & REMARKS =====
AAC&U	104719	4500231915	2/11/2009	\$ 3,830.00	MEMBERSHIP - PROVOST OFFICE
ALA	102882	4500233696	2/25/2009	\$ 686.90	BOOKS - SCHOOL LIBRARY PROGRAM
AMERICAN COUNCIL ON EDUCATION	102800	4500237704	3/30/2009	\$ 2,280.00	EDUCATIONAL MATERIAL - CENTER FOR LIFE LONG LEARNING
APPLEGATE,SARAH	107001	4000016604	2/10/2009	\$ 950.00	HONORARIUM (ADVOCACY WORKSHOP) - IMLS BUILDING LEADERS GRANT
APPRECIATIVE STRATEGIES	106431	4000016709	2/17/2009	\$ 800.00	HONORARIUM (EFFECTIVE COMMUNICATION) - CENTER FOR LIFE LONG LEARNING
AQUATIC ECO-SYSTEMS, INC	100085	4500234090	2/27/2009	\$ 409.50	PUMP & HEATER - FISHERY DEPARTMENT
ARNOT BLDG SUPPLY INC	102707	4500235939	3/16/2009	\$ 2,888.29	MATERIAL FOR NEW MOBILE STATION - BUILDING MAINTENANCE
B&H	106702	4500230214	1/29/2009	\$ 999.00	COLOR PRODUCTION MONITOR - PA BROADCASTERS EQUIPMENT GRANT
BACKYARD BROADCASTING	102719	4500239787	4/15/2009	\$ 200.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
BACKYARD BROADCASTING	102719	4500239788	4/15/2009	\$ 364.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
BEAGLE MEDIA. LLC	104563	4500239224	4/10/2009	\$ 265.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
BENEDICTS BUS SERVICE	102718	4000017115	3/16/2009	\$ 1,050.00	FIELD TRIP TO HARRISBURG & RETURN - SOCIAL WORK DEPARTMENT
BIOLEGEND	106999	4500231487	2/9/2009	\$ 380.00	LAB MATERIALS - BIOLOGY DEPARTMENT
BODE, PEER	107031	4000016864	2/24/2009	\$ 200.00	WORKSHOP (E ARTS 2009) - ART DEPARTMENT
BRADFORD,NICHOLAS	107031	4500235015	3/6/2009	\$ 64.96	SUPPLIES FOR WORKSHOP - CAREER FAIRS
BRADLEY-SCIOCCHETTI, INC.	100166	4500229927	1/27/2009	\$ 3,726.26	RECORDER - PHYSICAL PLANT DEPARTMENT
BRODART COMPANY	100173	4500229744	1/26/2009	\$ 774.00	LIBRARY SUPPLIES - LIBRARY CATALOGING
BRODART COMPANY	100173	4500233540	2/24/2009	\$ 186.45	LIBRARY SUPPLIES - LIBRARY CATALOGING
BRODART COMPANY	102081	4500239478	4/13/2009	\$ 2,747.80	WORKSTATION - INFORMATION TECHNOLOGY DEPARTMENT
BRODART COMPANY	100173	4500239688	4/15/2009	\$ 1,608.00	STEEL FILE - LIBRARY ARCHIVES
BRYANT G. PARSONS & SON., INC.	102738	4000016515	2/2/2009	\$ 941.70	REPAIR PIPE ORGAN - MUSIC DEPARTMENT
BURGEES SEED & PLANT CO.	107055	4500235379	3/11/2009	\$ 105.31	FLOWER SEEDS - MAINTENANCE OF GROUNDS DEPARTMENT
CAMPUS BOOKSTORE CCSI	102708	4500235451	3/11/2009	\$ 8,775.00	BOOKS FOR FIRST YEAR STUDENTS - PROVOST OFFICE
CAMPUS BOOKSTORE CCSI	102708	4500229924	1/27/2009	\$ 38.68	MISCELLANEOUS PURCHASING FROM BROOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500230575	2/2/2009	\$ 89.10	MISCELLANEOUS PURCHASING FROM BROOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500231027	2/4/2009	\$ 15.00	MISCELLANEOUS PURCHASING FROM BROOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500232123	2/12/2009	\$ 90.00	MISCELLANEOUS PURCHASING FROM BROOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500233157	2/20/2009	\$ 247.86	MISCELLANEOUS PURCHASING FROM BROOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500233986	2/26/2009	\$ 70.00	MISCELLANEOUS PURCHASING FROM BROOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500236643	3/20/2009	\$ 105.00	MISCELLANEOUS PURCHASING FROM BROOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500236644	3/20/2009	\$ 1,032.90	MISCELLANEOUS PURCHASING FROM BROOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500236845	3/23/2009	\$ 43.16	MISCELLANEOUS PURCHASING FROM BROOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500238070	4/1/2009	\$ 231.00	MISCELLANEOUS PURCHASING FROM BROOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500238322	4/3/2009	\$ 45.60	MISCELLANEOUS PURCHASING FROM BROOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500238323	4/3/2009	\$ 19.52	MISCELLANEOUS PURCHASING FROM BROOKSTORE BY VARIOUS DEPARTMENTS



**MANSFIELD UNIVERSITY OF PENNSYLVANIA  
COUNCIL OF TRUSTEES REPORT  
PURCHASES UNDER \$10,000  
BETWEEN JANUARY 16, 2009 THROUGH APRIL 15, 2009**

VENDOR NAME =====	VENDOR NUMBER =====	PO NUMBER =====	PO DATE =====	DOLLAR AMOUNT =====	ITEM DESCRIPTION & REMARKS =====
CAMPUS BOOKSTORE CCSI	102708	4500238324	4/3/2009	\$ 17.69	MISCELLANEOUS PURCHASING FROM BROOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500238879	4/8/2009	\$ 281.44	MISCELLANEOUS PURCHASING FROM BROOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500239139	4/9/2009	\$ 72.00	MISCELLANEOUS PURCHASING FROM BROOKSTORE BY VARIOUS DEPARTMENTS
CCSI	101962	4500232260	2/13/2009	\$ 7.80	MISCELLANEOUS COPIES - MULTICULTURAL AFFAIRS
CDW-G INC	100218	4500229742	1/26/2009	\$ 239.90	LIBRARY SUPPLIES - LIBRARY CATALOGING
CDW-G INC	100218	4500235621	3/12/2009	\$ 409.24	LIBRARY SUPPLIES - LIBRARY CATALOGING
CENTRAL PENN BUSINESS JOURNAL	101500	4500238997	4/8/2009	\$ 54.95	EDUCATIONAL MATERIAL - LEADERSHIP INSTITUTE
CHRISTY KAALAND	106363	4500232304	2/16/2009	\$ 45.44	REIMBURSEMENT FOR POSTAGE - SCHOOL LIBRARY PROGRAM
CITADEL BROADCASTING WLEV/WCTO	106662	4500239219	4/10/2009	\$ 962.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
CLEAR CHANNEL BROADCASTING	106522	4500239218	4/10/2009	\$ 1,012.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
CLEAR CHANNEL BROADCASTING	106522	4500239610	4/15/2009	\$ 1,000.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
CLEAR CHANNEL BROADCASTING	106522	4500239611	4/15/2009	\$ 200.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
COLE & BURD AUTOMOTIVE	102710	4500231866	2/11/2009	\$ 9,558.50	VEHICLE (HEALTH SERVICES) - ASSOCIATE VP FOR STUDENT AFFAIRS
COLLEGE ENTRANCE EXAMINATION BOARD	106290	4500239416	4/13/2009	\$ 1,000.00	PLACEMENT EXAMS - ADMISSIONS OFFICE
COMPUTER INTEGRATION GROUP	100285	4500238751	4/7/2009	\$ 1,429.02	PROJECTOR - INFORMATION TECHNOLOGY DEPARTMENT
CONSOLIDATED GRAPHIC COMMUNICATIONS	102089	4500232958	2/19/2009	\$ 7,217.94	MANSFIELDIAN PRINTING - PUBLIC RELATIONS DEPARTMENT
CORNELL UNIVERSITY	100295	4500231591	2/9/2009	\$ 100.00	LAB MATERIALS - BIOLOGY DEPARTMENT
CORRECTIONAL INDUSTRIES	100182	4500238304	4/3/2009	\$ 8,850.00	MATTRESSES (DORMS) - STATE CONTRACT - RESIDENCE LIFE OFFICE
COVERMASTER INC	101928	4500239607	4/15/2009	\$ 3,338.00	REPAIR PARTS FOR FLOOR COVERING - KELCHNER FITNESS CENTER
CUMULUS MEDIA HARRISBURG	101739	4500238999	4/8/2009	\$ 2,980.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
CUSTOM COLOR	101490	4500234868	3/5/2009	\$ 170.00	SCHEDULES FOR BASEBALL - ATHLETIC DEPARTMENTS
CUSTOM COLOR	101490	4500239011	4/8/2009	\$ 155.00	SCHEDULES FOR FOOTBALL - ATHLETIC DEPARTMENTS
DAILY REVIEW	102713	4500232921	2/19/2009	\$ 170.00	ADVERTISEMENT SPORTS INFORMATION - SPORTS INFORMATION DEPARTMENT
DAILY REVIEW	102713	4500239349	4/13/2009	\$ 101.83	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
DEMCO INC	100353	4500230213	1/29/2009	\$ 399.50	LIBRARY MATERIALS - LIBRARY CATALOGING
DEPARTMENT OF EARTH SCIENCE	107074	4500236861	3/24/2009	\$ 160.00	EDUCATIONAL MATERIAL - GEOGRAPHY & GEOLOGY DEPARTMENTS
DEUTSCH,ANDREW	107027	4000016861	2/24/2009	\$ 579.20	WORKSHOP (E ARTS 2009) - ART DEPARTMENT
EAGLE JANITORIAL SUPPLY CO	100397	4500229165	1/20/2009	\$ 1,300.00	BATTERY FOR SCRUBBER - KELCHNER FITNESS CENTER
EASFAA	106168	4500235239	3/10/2009	\$ 50.00	MEMBERSHIP - FINANCIAL AID DEPARTMENT
EDUCATION TO GO	106985	4000016520	2/2/2009	\$ 4,500.00	ON-LINE COURSES - CENTER FOR LIFE LONG LEARNING

**MANSFIELD UNIVERSITY OF PENNSYLVANIA  
COUNCIL OF TRUSTEES REPORT  
PURCHASES UNDER \$10,000  
BETWEEN JANUARY 16, 2009 THROUGH APRIL 15, 2009**

VENDOR NAME	VENDOR NUMBER	PO NUMBER	PO DATE	DOLLAR AMOUNT	ITEM DESCRIPTION & REMARKS
EDUCATIONAL TESTING SERVICE	104349	4500229206	1/21/2009	\$ 101.20	SAT SCORE SHEETS - ADMISSIONS DEPARTMENT
EGOSUM INC.	106498	4000017107	3/13/2009	\$ 600.00	WORKSHOP - WOMEN'S CENTER FOR LIVING & LEARNING
ELITE SECURITY SYSTEMS	103934	4500231351	2/6/2009	\$ 1,160.00	SERVICE CALL ON PANIC BUTTONS - PURCHASING DEPARTMENT
ERINN BATYKEFER	106898	4000016538	2/3/2009	\$ 134.25	HONORARIUM - LANGUAGES & LITERATURE
ESPN RADIO	107057	4500235620	3/12/2009	\$ 1,375.00	SPORTING EVENTS COVERAGE - SPORTS INFORMATION DEPARTMENT
FIRST CITIZENS NATIONAL BANK	107029	4500233436	2/23/2009	\$ 30.00	LOCK BAGS - MUSIC DEPARTMENT
FLASHLIGHT	102709	4500234167	3/2/2009	\$ 85.00	ADVERTISEMENT - FREDERICK DOUGLASS INSTITUTE
FRANK PARSONS INC.	102762	4500232972	2/19/2009	\$ 1,007.30	COPY PAPER (STORES CATALOG) - STOREROOM
FRANK PARSONS INC.	102762	4500234674	3/4/2009	\$ 1,421.00	ENVELOPES (STORES CATALOG) - STOREROOM
FRENCH,SHANNON	107000	4000016606	2/11/2009	\$ 1,835.50	HONORARIUM - PROVOST OFFICE
GALL'S INC	100493	4500238880	4/8/2009	\$ 70.98	POLICE SUPPLIES - UNIVERSITY POLICE DEPARTMENT
GANNETT CENTRAL NY NEWSPAPERS	103180	4500231584	2/9/2009	\$ 70.78	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
GANNETT CENTRAL NY NEWSPAPERS	103180	4500235130	3/9/2009	\$ 216.00	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
GANNETT CENTRAL NY NEWSPAPERS	103180	4500238942	4/8/2009	\$ 25.65	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
GAYLORD BROTHERS, INC.	100499	4500229470	1/22/2009	\$ 1,173.90	LIBRARY SUPPLIES - LIBRARY CATALOGING
GAYLORD BROTHERS, INC.	100499	4500236037	3/17/2009	\$ 229.70	LIBRARY SUPPLIES - LIBRARY CATALOGING
GAYLORD BROTHERS, INC.	100499	4500239001	4/8/2009	\$ 690.00	LIBRARY SUPPLIES - LIBRARY CATALOGING
GAYLORD BROTHERS, INC.	100499	4500239712	4/15/2009	\$ 483.90	LIBRARY SUPPLIES - LIBRARY CATALOGING
GOVCONNECTION	102629	4500233875	2/26/2009	\$ 4,931.06	UPS TOWER - INFORMATION TECHNOLOGY DEPARTMENT
GOVCONNECTION	102629	4500234380	3/2/2009	\$ 361.94	PRINTERS (PETER KELLER & BILL PHILLIPS) - INFORMATION TECHNOLOGY DEPARTMENT
GRAHAME,GERALD	107045	4000016998	3/4/2009	\$ 500.00	HONORARIUM - MUSIC DEPARTMENT
GRAINGER, INC. W.W.	102472	4500231916	2/11/2009	\$ 751.36	MAINTENANCE MATERIALS - PHYSICAL PLANT DEPARTMENT
GRAYBAR	100528	4500238072	4/1/2009	\$ 2,137.00	SUPPORT EQUIPMENT - INFORMATION TECHNOLOGY DEPARTMENT
GREY HOUSE PUBLISHING	101956	4500230805	2/3/2009	\$ 159.50	LAB EQUIPMENT - BIOLOGY DEPARTMENT
GRIFFIN,SHAUN	107000	4000016609	2/11/2009	\$ 818.00	HONORARIUM - PROVOST OFFICE
GURNEY'S SEED & NURSERY CO	107046	4500235037	3/6/2009	\$ 118.50	SEED - MAINTENANCE OF GROUNDS DEPARTMENT
HAYS, KATHERINE ANNE	106899	4000016539	2/3/2009	\$ 134.25	HONORARIUM - LANGUAGES & LITERATURE
HINSHAW MUSIC INC	107023	4500233988	2/26/2009	\$ 168.20	MUSICAL SCORES - MUSIC DEPARTMENT
HOBSONS, INC.	100577	4500238636	4/7/2009	\$ 3,000.00	RECRUITMENT WEB SITE - ADMISSIONS OFFICE
HORWITZ PAPER & PCKG CO INC	102724	4500229468	1/22/2009	\$ 1,906.92	ICE MELTER - MAINTENANCE OF GROUNDS
HORWITZ PAPER & PCKG CO INC	102724	4500230212	1/29/2009	\$ 708.87	RECYCLING CONTAINERS - CUSTODIAL DEPARTMENT

**MANSFIELD UNIVERSITY OF PENNSYLVANIA  
COUNCIL OF TRUSTEES REPORT  
PURCHASES UNDER \$10,000  
BETWEEN JANUARY 16, 2009 THROUGH APRIL 15, 2009**

VENDOR NAME =====	VENDOR NUMBER =====	PO NUMBER =====	PO DATE =====	DOLLAR AMOUNT =====	ITEM DESCRIPTION & REMARKS =====
HORWITZ PAPER & PCKG CO INC	102724	4500231270	2/6/2009	\$ 5,086.21	ICE MELT - MAINTENANCE OF GROUNDS
HORWITZ PAPER & PCKG CO INC	102724	4500234286	3/2/2009	\$ 146.50	SWEEPER BAGS - KELCHNER FITNESS CENTER
HRI	102721	3900003247	2/26/2009	\$ 7,700.00	REPLACEMENT CONCRETE CONSTITUTIONAL PARK - OPEN ENDED PAVING/CONCRETE CONTRACT - BID - CONSTRUCTION OFFICE
HRI	102721	3900003248	2/26/2009	\$ 9,000.00	REPLACEMENT CONCRETE - STRAUGHN AUDITORIUM - OPEN ENDED AVING.CONCRETE CONTRACT - BID - CONSTRUCTION OFFICE
HUNTER,MARIANNE	107001	4000016605	2/10/2009	\$ 950.00	WORKSHOP - IMLS BUILDING LEADERS
I D BOOTH INC	102704	4500229118	1/20/2009	\$ 5,776.02	UTILITY MATERIAL - UTILITY PLANT DEPARTMENT
INSINGER MACHINE CO.	100616	4500238106	4/1/2009	\$ 3,578.04	MISCELLANEOUS PARTS - MANSER DINING HALL
INSUL TEK	106689	4500234703	3/4/2009	\$ 1,875.00	CONDENSATE RETURN - UTILITY PLANT DEPARTMENT
J. W. PEPPER & SON, INC.	100632	4500229721	1/23/2009	\$ 137.99	MUSICAL SCORES - BUTLER MUSIC DEPARTMENT
J. W. PEPPER & SON, INC.	100632	4500231267	2/6/2009	\$ 27.00	MUSICAL SCORES - BUTLER MUSIC DEPARTMENT
J. W. PEPPER & SON, INC.	100632	4500231268	2/6/2009	\$ 18.28	MUSICAL SCORES - BUTLER MUSIC DEPARTMENT
J. W. PEPPER & SON, INC.	100632	4500231269	2/6/2009	\$ 22.49	MUSICAL SCORES - BUTLER MUSIC DEPARTMENT
J. W. PEPPER & SON, INC.	100632	4500232492	2/16/2009	\$ 41.70	MUSICAL SCORES - BUTLER MUSIC DEPARTMENT
J. W. PEPPER & SON, INC.	100632	4500234291	3/2/2009	\$ 37.94	MUSICAL SCORES - BUTLER MUSIC DEPARTMENT
J. W. PEPPER & SON, INC.	100632	4500237163	3/25/2009	\$ 3.00	MUSICAL SCORES - BUTLER MUSIC DEPARTMENT
J. W. PEPPER & SON, INC.	100632	4500239005	4/8/2009	\$ 5.00	MUSICAL SCORES - BUTLER MUSIC DEPARTMENT
JACOBS,ELIZABETH	107045	4000016996	3/4/2009	\$ 500.00	PERFORMANCE (FESTIVAL CHORUS) - BUTLER MUSIC DEPARTMENT
JAMES FREY	103427	4000016806	2/20/2009	\$ 2,284.42	COVER MISCELLANEOUS LUNCHEONS, DINNERS & RECEPTIONS USED BY VARIOUS DEPARTMENTS ON CAMPUS
JANWAY COMPANY USA INC	102701	4500232305	2/16/2009	\$ 899.27	CALCULATORS - SCHOOL LIBRARY PROGRAM
JOHN R. IMBT INC.	102714	4000016530	2/3/2009	\$ 794.00	REPAIRS TO CEDARCREST ROOF - RESIDENCE LIFE DEPARTMENT
KAPCO LIBRARY PRODUCTS	101619	4500229746	1/26/2009	\$ 972.00	LIBRARY SUPPLIES - LIBRARY CATALOGING
KAPCO LIBRARY PRODUCTS	101619	4500232628	2/17/2009	\$ 208.60	LIBRARY SUPPLIES - LIBRARY CATALOGING
KAPCO LIBRARY PRODUCTS	101619	4500239002	4/8/2009	\$ 116.60	LIBRARY SUPPLIES - LIBRARY CATALOGING
KAPCO LIBRARY PRODUCTS	101619	4500239711	4/15/2009	\$ 524.00	LIBRARY SUPPLIES - LIBRARY CATALOGING
KELBY TRAINING	106967	4500229745	1/26/2009	\$ 141.90	MEMBERSHIP - INSTRUCTIONAL DEVELOPMENT
KUHLS FLOWERS	102707	4500238998	4/8/2009	\$ 50.00	FLOWERS (MENTOR LUNCHEON) - WOMENS COMMISSION
L/B WATER SERV INC	102789	4500231276	2/6/2009	\$ 6,147.10	WATER PLANT MATERIAL - UTILITY PLANT DEPARTMENT
L/B WATER SERV INC	102789	4500234702	3/4/2009	\$ 435.50	METER PARTS - RESIDENCE LIFE
LAMAR TEXAS LIMITED PARTNERSHIP	102655	4500239220	4/10/2009	\$ 500.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
LEADER	102701	4500231507	2/9/2009	\$ 57.43	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
LEADER	102701	4500231926	2/11/2009	\$ 30.74	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
LEADER	102701	4500232633	2/17/2009	\$ 20.21	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
LEADER	102701	4500234936	3/6/2009	\$ 105.09	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
LEADER	102701	4500238357	4/3/2009	\$ 54.55	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT

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LEADER	102701	4500239421	4/13/2009	\$ 21.20	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
LEARNHUB	107007	4000016646	2/13/2009	\$ 4,000.00	INTERNATIONAL STUDENT RECRUITMENT SERVICE - ADMISSIONS DEPARTMENT
LEFF MEDIA INC	102745	4500232487	2/16/2009	\$ 3,500.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
LEFF MEDIA INC	102745	4500238064	4/1/2009	\$ 425.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
LENOVO DIRECT	105153	4500233982	2/26/2009	\$ 460.00	FLAT PANEL MONITORS (2 EA) - PASSHE CONTRACT - INFORMATION TECHNOLOGY DEPARTMENT
LEYSHON,DEBORAH	107045	4000016997	3/4/2009	\$ 500.00	PERFORMANCE (FESTIVAL CHORUS) - MUSIC DEPARTMENT
LIBRARY STORE	101930	4500232627	2/17/2009	\$ 82.20	LIBRARY SUPPLIES - LIBRARY CATALOGING
LUCK'S MUSIC LIBRARY	102967	4500230929	2/4/2009	\$ 108.85	MUSICAL SCORES - BUTLER MUSIC DEPARTMENT
LUCK'S MUSIC LIBRARY	102967	4500233989	2/26/2009	\$ 58.00	MUSICAL SCORES - BUTLER MUSIC DEPARTMENT
LUCK'S MUSIC LIBRARY	102967	4500239004	4/8/2009	\$ 134.94	MUSICAL SCORES - BUTLER MUSIC DEPARTMENT
MAB PAINTS	106749	4500238065	4/1/2009	\$ 224.75	ATHLETIC FIELD PAINT - MAINTENANCE OF GROUNDS
MARK PASSMORE	102723	4500234673	3/4/2009	\$ 1,556.00	RECRUITMENT MATERIAL - ADMISSIONS DEPARTMENT
MARK PASSMORE	102723	4500239505	4/14/2009	\$ 300.00	RECRUITMENT MATERIAL - SCHOOL LIBRARY PROGRAM
MEADS OVERHEAD DOOR	102718	4500235886	3/16/2009	\$ 79.30	SERVICE CALL (OVERHEAD DOOR - MAINTENANCE GARAGE) - BUILDING MAINTENANCE DEPARTMENT
MENCHEY MUSIC SERVICE	100828	4500233040	2/19/2009	\$ 101.75	MUSICAL SCORES - BUTLER MUSIC DEPARTMENT
MILLER,WILLIAM P DR.	107046	4000017007	3/5/2009	\$ 200.00	SPEAKER (MATHEMATICS CONFERENCE) - SSHE MATH CONFERENCE
NATL ASSN OF COLLEGES & EMPLOYERS	100878	4500229723	1/23/2009	\$ 175.00	MEMBERSHIP - CAREER FAIRS
NIMLOK PITTSBURGH/COASTAL DISPLAYS	106386	4500237057	3/24/2009	\$ 400.00	BANNER - IMLS BUILDING LEADERS
NORTH COUNTRY WOODWORKING INC.	102710	4500236199	3/18/2009	\$ 4,189.00	NORTH HALL FRONT DOORS - BUILDING MAINTENANCE DEPARTMENT
NORTHEAST MOBILE SHREDDING LLC	104122	4500238642	4/7/2009	\$ 318.00	MISCELLANEOUS SHREDDING BY VARIOUS DEPARTMENTS
NORTHEAST REGIONAL HONORS COUNCIL	106971	4500232608	2/17/2009	\$ 50.00	MEMBERSHIP - HONOR PROGRAM
NORTHEASTERN ASSOC. OF GRAD. SCH.	105471	4500231313	2/6/2009	\$ 100.00	MEMBERSHIP - GRADUATE STUDIES
NSEE MEMBERSHIP	106163	4500229725	1/23/2009	\$ 135.00	MEMBERSHIP - CAREER FAIRS
NYSASWM	107081	4500237446	3/27/2009	\$ 75.00	MEMBERSHIP - CUSTODIAL DEPARTMENT
OELMA	102743	4500232623	2/17/2009	\$ 600.00	EXHIBIT - IMLS BUILDING LEADERS
PAC INDUSTRIES INC.	101959	4500230928	2/4/2009	\$ 168.48	PARTS FOR LAUNDRY EQUIPMENT (DECKER GYMNASIUM) - ATHLETIC DEPARTMENT
PAC INDUSTRIES INC.	101959	4500239483	4/13/2009	\$ 503.40	REPAIR TO WASHER (MANSER) - MANSER DINING HALL
PACISE	102790	4500232124	2/12/2009	\$ 80.00	MEMBERSHIP - MATHEMATICS & COMPUTER INFORMATION SCIENCE DEPARTMENT
PAIGE COMPANY	104382	4500236642	3/20/2009	\$ 381.72	LIBRARY SUPPLIES - LIBRARY CATALOGING

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PALCI	106651	4500239689	4/15/2009	\$ 3,750.00	SOFTWARE RENEWAL - INTERLIBRARY LOANS DEPARTMENT
PASCO	102738	4500229469	1/22/2009	\$ 1,272.00	VAV-SD BOARD (STRAUGHN AUDITORIUM) - BUILDING MAINTENANCE
PAUL BEELITZ	105549	4000016529	2/3/2009	\$ 360.00	MODEL - ART DEPARTMENT
PAYNE	105559	4500239676	4/15/2009	\$ 1,872.00	DIVERSITY BROCHURE - PUBLIC RELATIONS DEPARTMENT
PAYNE	105559	4500239677	4/15/2009	\$ 3,565.00	RECRUITMENT MATERIAL - PUBLIC RELATIONS DEPARTMENT
PC NAME TAG INC	106556	4500235991	3/17/2009	\$ 53.04	NAME TAGS - MATHEMATICS & COMUTER INFORMATION SCIENCE DEPARTMENT
PENNACE	104051	4500230576	2/2/2009	\$ 50.00	MEMBERSHIP - CAREER FAIRS
PENNY SAVER INC	102709	4500231062	2/4/2009	\$ 91.00	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
PENNY SAVER INC	102709	4500231143	2/5/2009	\$ 250.20	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
PENNY SAVER INC	102709	4500234612	3/4/2009	\$ 104.00	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
PENNY SAVER INC	102709	4500234670	3/4/2009	\$ 318.49	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
PENNY SAVER INC	102709	4500238321	4/3/2009	\$ 137.10	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
PENNY SAVER INC	102709	4500239608	4/15/2009	\$ 188.50	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
PENNY SAVER INC	102709	4500239690	4/15/2009	\$ 52.00	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
PENOCO INC	102781	4000016486	1/27/2009	\$ 450.00	ASBESTOS REMOVAL (STEDMAN THEATRE) - CONSTRUCTION OFFICE
PENOCO, INC.	102651	4500238069	4/1/2009	\$ 96.00	ASBESTOS SAMPLES - HAZARDOUS WASTE REMOVAL
PENOCO, INC.	102651	4500238578	4/6/2009	\$ 260.00	MOLD/ALLERGEN SAMPLE COLLECTION - RESIDENCE LIFE DEPARTMENT
PIBH	100957	4500238458	4/3/2009	\$ 8,872.00	CARPETING & INSTALLATION - BUILDING MAINTENANCE
PITNEY BOWES, INC.	102373	4500239428	4/13/2009	\$ 188.93	OFFICE SUPPLIES - MAILROOM
PMEA NEWS	101020	4500237328	3/26/2009	\$ 260.00	ADVERTISEMENTS - MUSIC DEPARTMENT
POLYLINE CORP.	101024	4500229743	1/26/2009	\$ 40.60	LIBRARY SUPPLIES - LIBRARY CATALOGING
POSTMASTER-LANCASTER	104112	4500238737	4/7/2009	\$ 6,222.61	MAILING OF MANSFIELDIAN - PUBLIC RELATIONS DEPARTMENT
POSTMASTER-WILLIAMSPORT	101938	4500231145	2/5/2009	\$ 113.82	MISCELLANEOUS MAILINGS - ALUMNI RELATIONS DEPARTMENT
POSTMASTER-WILLIAMSPORT	101938	4500233363	2/23/2009	\$ 146.54	MISCELLANEOUS MAILINGS - ALUMNI RELATIONS DEPARTMENT
POSTMASTER-WILLIAMSPORT	101938	4500239624	4/15/2009	\$ 1,863.78	MISCELLANEOUS MAILINGS - ALUMNI RELATIONS DEPARTMENT
PUDGIES PIZZA	103861	4000017274	3/27/2009	\$ 219.88	COVER MISCELLANEOUS LUNCHEONS, DINNERS & RECEPTIONS USED BY VARIOUS DEPARTMENTS ON CAMPUS
R.A.D. SYSTEMS	106978	4500230577	2/2/2009	\$ 2,772.60	POLICE SUPPLIES - UNIVERSITY POLICE DEPARTMENT
RED EWALD INC	107033	4500234091	2/27/2009	\$ 110.00	LAB SUPPLIES - FISHERY DEPARTMENT
REED HANN LITHO COMPANY	101080	4500233761	2/25/2009	\$ 50.00	MISCELLANEOUS PRINTING OF RECRUITMENT MATERIAL - PUBLIC RELATIONS DEPARTMENT
REED HANN LITHO COMPANY	101080	4500235378	3/11/2009	\$ 95.00	MISCELLANEOUS PRINTING OF RECRUITMENT MATERIAL - PUBLIC RELATIONS DEPARTMENT
REED HANN LITHO COMPANY	101080	4500235989	3/17/2009	\$ 570.00	MISCELLANEOUS PRINTING OF RECRUITMENT MATERIAL - PUBLIC RELATIONS DEPARTMENT
REED HANN LITHO COMPANY	101080	4500235990	3/17/2009	\$ 895.00	MISCELLANEOUS PRINTING OF RECRUITMENT MATERIAL - PUBLIC RELATIONS DEPARTMENT
REED HANN LITHO COMPANY	101080	4500237638	3/30/2009	\$ 745.00	MISCELLANEOUS PRINTING OF RECRUITMENT MATERIAL - PUBLIC RELATIONS DEPARTMENT
REED HANN LITHO COMPANY	101080	4500239678	4/15/2009	\$ 2,225.00	MISCELLANEOUS PRINTING OF RECRUITMENT MATERIAL - PUBLIC RELATIONS DEPARTMENT
REED HANN LITHO COMPANY	101080	4500239679	4/15/2009	\$ 1,195.00	MISCELLANEOUS PRINTING OF RECRUITMENT MATERIAL - PUBLIC RELATIONS DEPARTMENT

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REED HANN LITHO COMPANY	101080	4500239680	4/15/2009	\$ 2,690.00	MISCELLANEOUS PRINTING OF RECRUITMENT MATERIAL - PUBLIC RELATIONS DEPARTMENT
REED HANN LITHO COMPANY	101080	4500239683	4/15/2009	\$ 1,345.00	MISCELLANEOUS PRINTING OF RECRUITMENT MATERIAL - PUBLIC RELATIONS DEPARTMENT
REM SOUTHERN OFFICE PRODUCTS INC	103520	4500229058	1/20/2009	\$ 197.25	PRINTER MAINTENANCE KIT - INFORMATION TECHNOLOGY DEPARTMENT
RICHARD OWEN NURSERY	107055	4500235380	3/11/2009	\$ 317.33	PLANTINGS - MAINTENANCE OF GROUNDS DEPARTMENT
RICOH AMERICAS CORPORATION	106614	4500234549	3/4/2009	\$ 500.00	COPY CHARGE/MAINTENANCE - STUDENT AFFAIRS OFFICE
RICOH AMERICAS CORPORATION	106614	4500234550	3/4/2009	\$ 500.00	COPY CHARGE/MAINTENANCE (PSYCHOLOGY DEPT) - PRINT SHOP
ROBERT FITZGERALD	102695	4000016944	3/2/2009	\$ 107.81	COVER MISCELLANEOUS LODGING FOR VARIOUS SPEAKERS, CONSULTANTS & GUEST USED BY VARIOUS DEPARTMENTS ON CAMPUS
ROBERT PACKER HOSPITAL	102712	4500232801	2/18/2009	\$ 750.00	ACCREDITATION - PROVOST OFFICE
ROBERT WOOLEY	106728	4000016551	2/5/2009	\$ 275.00	HONORARIUM - CENTER FOR LIFE LONG LEARNING
SCANTRON	102063	4500238881	4/8/2009	\$ 6,457.00	SCANNER - INFORMATION TECHNOLOGY DEPARTMENT
SCOTT B BIXBY	102696	4000016564	2/6/2009	\$ 401.76	COVER MISCELLANEOUS LUNCHEONS, DINNERS & RECEPTIONS USED BY VARIOUS DEPARTMENTS ON CAMPUS
SENSEE KIOSKS	107009	4500232271	2/13/2009	\$ 9,999.90	KIOSKS (10 EA) ACADEMIC BUILDINGS - INFORMATION TECHNOLOGY DEPARTMENT
SHERMAN ENGINEERING COMPANY	101703	4500232624	2/17/2009	\$ 7,700.00	COMPRESSOR - FISHERY DEPARTMENT
SIGMA ALDRICH INC	102791	4500236036	3/17/2009	\$ 259.10	LAB SUPPLIES - BIOLOGY DEPARTMENT
SIGNSSEEN	107092	4500238068	4/1/2009	\$ 468.00	MESSAGE BOARD - PHYSICAL PLANT DEPARTMENT
SIRISDYNIX	102783	4500235449	3/11/2009	\$ 1,074.50	LIBRARY SUPPLIES - LIBRARY CATALOGING
SLMS/NYLA	105968	4500232303	2/16/2009	\$ 925.00	BOOTH RENTAL - IMLS BUILDING LEADERS
SONNEMA,SHAWN	106817	4000016856	2/24/2009	\$ 318.70	WORKSHOP (E ARTS 2009) - ART DEPARTMENT
STACEY CALKINS	102696	4500229722	1/23/2009	\$ 7.50	ENGRAVING FEE - EDUCATION DEPARTMENT
STACEY CALKINS	102696	4500229922	1/27/2009	\$ 2.50	MISCELLANEOUS BADGES - MUSIC DEPARTMENT
STACEY CALKINS	102696	4500233041	2/19/2009	\$ 2.50	MISCELLANEOUS BADGES - MUSIC DEPARTMENT
STACEY CALKINS	102696	4500233987	2/26/2009	\$ 2.50	MISCELLANEOUS BADGES - MUSIC DEPARTMENT
STACEY CALKINS	102696	4500239609	4/15/2009	\$ 37.50	MISCELLANEOUS BADGES - MUSIC DEPARTMENT
STANLEY SECURITY SOLUTIONS INC	100135	4500235537	3/12/2009	\$ 2,457.62	LOCK CORES - RESIDENCE LIFE DEPARTMENT
STRINNI STUDIO	103703	4000017104	3/13/2009	\$ 800.00	PHOTOGRAPHY - SPORTS INFORMATION DEPARTMENT
SUPERIOR BUSINESS SOLUTIONS	101235	4500234375	3/2/2009	\$ 130.16	A/P CHECKS - ACCOUNTS PAYABLE DEPARTMENT
SURVEY SAMPLING	102750	4500238623	4/6/2009	\$ 1,436.00	SURVEY - SOCIOLOGY DEPARTMENT
SWEETWATER	106376	4500234053	2/27/2009	\$ 355.92	MUSIC LAB - INFORMATION TECHNOLOGY DEPARTMENT
SWEETWATER	106376	4500234054	2/27/2009	\$ 4,021.15	MUSIC LAB - INFORMATION TECHNOLOGY DEPARTMENT

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THOMPSON PUBLISHING GROUP INC.	101284	4500233885	2/26/2009	\$ 438.50	SUBSCRIPTION - HUMAN RESOURCES
THOMPSON PUBLISHING GROUP INC.	101284	4500234285	3/2/2009	\$ 438.50	SUBSCRIPTION - HUMAN RESOURCES
THOMSON SCIENTIFIC, INC.	100617	4500238071	4/1/2009	\$ 4,000.00	SITE LICENSE - INFORMATION TECHNOLOGY DEPARTMENT
TIMELESS DESTINATIONS	105869	4000017259	3/27/2009	\$ 197.97	COVER MISCELLANEOUS LUNCHEONS, DINNERS & RECEPTIONS USED BY VARIOUS DEPARTMENTS ON CAMPUS
TIMES SHAMROCK WEEKLY GROUP	102711	4500231938	2/11/2009	\$ 253.46	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
TIMES SHAMROCK WEEKLY GROUP	102711	4500235448	3/11/2009	\$ 157.32	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
TIMES SHAMROCK WEEKLY GROUP	102711	4500235611	3/12/2009	\$ 506.92	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
TIMES SHAMROCK WEEKLY GROUP	102711	4500239417	4/13/2009	\$ 445.74	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
TIOGA COUNTY VISITORS BUREAU	102715	4500235439	3/11/2009	\$ 368.00	MEMBERSHIP - PUBLIC RELATIONS DEPARTMENT
TIOGA PUBLISHING COMPANY	102717	4500231593	2/9/2009	\$ 86.00	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
TIOGA PUBLISHING COMPANY	102717	4500232392	2/16/2009	\$ 63.90	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
TIOGA PUBLISHING COMPANY	102717	4500233544	2/24/2009	\$ 78.10	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
TIOGA PUBLISHING COMPANY	102717	4500234194	3/2/2009	\$ 143.70	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
TIOGA PUBLISHING COMPANY	102717	4500234643	3/4/2009	\$ 107.71	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
TIOGA PUBLISHING COMPANY	102717	4500234832	3/5/2009	\$ 574.80	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
TIOGA PUBLISHING COMPANY	102717	4500234869	3/5/2009	\$ 73.00	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
TIOGA PUBLISHING COMPANY	102717	4500235016	3/6/2009	\$ 153.00	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
TIOGA PUBLISHING COMPANY	102717	4500235695	3/13/2009	\$ 39.50	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
TOPP BUSINESS SOLUTIONS	106339	4500229476	1/22/2009	\$ 135.00	MISCELLANEOUS REPAIRS TO VARIOUS PRINTERS - INFORMATION TECHNOLOGY DEPARTMENT
TOPP BUSINESS SOLUTIONS	106339	4500234378	3/2/2009	\$ 253.46	MISCELLANEOUS REPAIRS TO VARIOUS PRINTERS - INFORMATION TECHNOLOGY DEPARTMENT
TOPP BUSINESS SOLUTIONS	106339	4500237185	3/25/2009	\$ 135.00	MISCELLANEOUS REPAIRS TO VARIOUS PRINTERS - INFORMATION TECHNOLOGY DEPARTMENT
TRAPUZZANO	101938	4500229923	1/27/2009	\$ 237.73	POLICE SUPPLIES - UNIVERSITY POLICE DEPARTMENT
TRAPUZZANO	101938	4500236841	3/23/2009	\$ 43.95	POLICE SUPPLIES - UNIVERSITY POLICE DEPARTMENT
UNIVERSITY MUSIC SERVICE	104465	4500229741	1/26/2009	\$ 127.83	MUSICAL SCORES - MUSIC DEPARTMENT
VASQUEZ,ANTHONY	107081	4000017257	3/26/2009	\$ 100.00	PHOTOGRAPHER - SPORTS INFORMATION DEPARTMENT
VISUAL TECHNOLOGIES CORP	106555	4500233994	2/26/2009	\$ 67.50	OFFICE SUPPLIES - INFORMATION TECHNOLOGY DEPARTMENT
WADE SPENCER	102698	4000016847	2/23/2009	\$ 700.00	CAMERA PRODUCTION (HOLIDAY CONCERT) - MUSIC DEPARTMENT
WALL STREET JOURNAL	101362	4500239155	4/9/2009	\$ 349.00	SUBSCRIPTION - PURCHASING DEPARTMENT
WBRE TV, CHANNEL 28	102680	4500239222	4/10/2009	\$ 1,125.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WDKC 101.5	102709	4500229925	1/27/2009	\$ 152.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WDKC 101.5	102709	4500230610	2/2/2009	\$ 112.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WDKC 101.5	102709	4500232920	2/19/2009	\$ 75.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WDKC 101.5	102709	4500237407	3/26/2009	\$ 150.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WDKC 101.5	102709	4500238066	4/1/2009	\$ 150.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WDKC 101.5	102709	4500239171	4/9/2009	\$ 150.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WHEELAND,DAMEN	107087	4500237844	3/31/2009	\$ 2,176.00	BARK - MAINTENANCE OF GROUNDS DEPARTMENT

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WHGL-FM	102714	4500239000	4/8/2009	\$ 225.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WHGL-FM	102714	4500239172	4/9/2009	\$ 225.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WHGL-FM	102714	4500239612	4/15/2009	\$ 400.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WHITNEYVILLE GLASS CO	102697	4500230136	1/28/2009	\$ 367.84	REPLACEMENT MIRRORS - BUILDING MAINTENANCE
WHITTIER MAILING PRODUCTS INC.	106239	4500237058	3/24/2009	\$ 144.50	POSTAGE SUPPLIES - MAILROOM
WILLIAMSPORT SUN GAZETTE	101937	4500231028	2/4/2009	\$ 186.96	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
WILLIAMSPORT SUN GAZETTE	101937	4500234820	3/5/2009	\$ 580.64	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
WILLIAMSPORT SUN GAZETTE	101937	4500238267	4/2/2009	\$ 76.00	MISCELLANEOUS BID ADVERTISEMENTS - PURCHASING DEPARTMENT
WLVY/WELM	102704	4500239013	4/8/2009	\$ 200.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WLVY/WELM	102704	4500239217	4/10/2009	\$ 250.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WLVY/WELM	102704	4500239613	4/15/2009	\$ 400.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WNBT	102717	4500232919	2/19/2009	\$ 279.65	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WNBT	102717	4500234867	3/5/2009	\$ 101.15	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WNBT	102717	4500239012	4/8/2009	\$ 101.15	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WNBT	102717	4500239223	4/10/2009	\$ 302.30	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WNBT	102717	4500239614	4/15/2009	\$ 297.50	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WSZK MEDIA	106783	4500239691	4/15/2009	\$ 588.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
XPEDX-HARRISBURG DIV	101402	4500238973	4/8/2009	\$ 5,066.10	MISCELLANEOUS PAPER - PRINT SHOP
				=====	
				<b>SUB-TOTAL</b>	<b>\$ 283,353.54</b>
USE OF VARIOUS PURCHASING CARDS BY VARIOUS DEPARTMENTS FOR PURCHASES UNDER \$10,000					
JANUARY					\$ 82,183.67
FEBRUARY					\$ 346,310.69
MARCH					\$ 509,941.67
				=====	
				<b>CREDIT CARD TOTAL</b>	<b>\$ 938,436.03</b>
UNECUMBERED PURCHASES BY VARIOUS DEPARTMENTS -					
EMPLOYEE REIMBURSEMENTS FOR ITEMS PURCHASED					\$ 2,694.19
MISCELLANEOUS ADVERTISEMENTS					\$ 46,451.12
LIBRARY BOOKS & SUBSCRIPTIONS					\$ 55,972.70
SODEXHO (FOOD SERVICE) EXPENSES FOR RECEPTIONS					\$ 2,980.29
VOYAGER GAS CARDS (FLEET VEHICLES)					\$ 1,997.51
EXON GAS CARDS (FLEET VEHICLES)					\$ 587.06
PROFESSIONAL SERVICES -					
PERFORMERS FROM SWEDEN					\$ 17,600.00
WEBNET TRAINING					\$ 26,971.15
				=====	
				<b>UNECUMBERED TOTAL</b>	<b>\$ 155,254.02</b>
				=====	
				<b>GRAND TOTAL</b>	<b>\$ 1,377,043.59</b>



To: Mansfield University Council of Trustees

From: Jim Harrington, Associate Vice President for Student Affairs

Subject: Student Health Fee

Date: May, 2009

Based on our anticipated Mansfield Ambulance Association Donation, the Guthrie Health Clinic contract, and our payment to the Laurel Behavioral Health facility, we would need to raise the student health fee from \$30.00 to \$33.00 per semester in order to cover these expenses. The health fee has not increased since FY 2006.

I would ask for your approval to make this increase of \$3 per semester for the student health fee.

## MANSFIELD UNIVERSITY RESIDENCE HALL & DINING AGREEMENT

In consideration of the University's providing residence hall housing, the student occupant agrees to pay the University's occupancy /dining fees. The student further agrees to abide by the following terms and conditions:

1. ELIGIBILITY requirements for University housing include status as a student, payment of debts to the University, and continuous compliance with University and residence hall regulations.
2. RESERVATION of space is made by returning required materials to the Residence Life Office. The occupancy fee is paid by the semester upon receipt of a bill from the **Student Accounts Office (Revenue Office)** and is not refundable after the room has been occupied except as outlined in the fee refund policy. ~~and contained in the catalog~~
3. OCCUPANCY is required on the first day of class and consistently thereafter. Rooms unclaimed at the beginning of a semester or, in the judgment of the University, not used continuously by the student assigned may be forfeited and reassigned unless written permission for late arrival or sustained absence has been given by the Residence Life Office.
4. TERMS OF OCCUPANCY and financial obligation to the University is for the entire academic year and all subsequent years that you attend the University as long as space is available. **All first and second year students are required to reside on campus unless qualifying for an exemption.** All exceptions must be approved by the ~~Director of Residence Life~~ **Office** in writing no later than ten (10) working days prior to the start of any semester.
5. ROOM ASSIGNMENTS AND CHANGES are prerogatives of the University and effected only by written authorization from the Residence Life Office. In assignment, mutual roommate preferences will be honored where possible. Room changes **will be permitted for a limited time after the first week of classes.** ~~(are discouraged, but may be authorized under special circumstances.~~
6. ACCESS to an assigned room is given to you only during regular academic sessions which require your presence on campus. **Extra charges apply for residence between semesters and before and after summer session.** You are required to vacate your room by the designated closing times. If you arrive on campus prior to scheduled openings or stay after scheduled closings, you may be charged a guest room fee. Anyone who withdraws from the University must remove all possessions from their room immediately.
7. Visitors to residence halls and student rooms are permitted only as authorized by University and hall regulations. You are responsible for the behavior of your guests at all times. Your visitor must have a guest pass which can be picked up at the hall office.
8. FACILITIES AND SERVICES provided by the University include closet, bed, mattress, dresser, a desk and chair. **(You must) Plan to provide** your own telephone, lamp, pillow, linens, waste basket, toilet articles, and such other accessories as desired.
9. STUDENT OBLIGATION includes care and cleaning of rooms and maintenance of health and safety standards; payment for damage to University property; purchase of a **qualifying meal ticket plan**; and provision of a complete address **(for correspondence)** ~~to correspondents~~ in order to guarantee mail delivery. Monthly health and maintenance inspections will be conducted by residence hall staff.
10. PROHIBITED ACTIVITIES AND POSSESSIONS include occupancy by persons other than those assigned or registered guests, commercial activities, tampering with fire or safety equipment, illegal drugs or paraphernalia, gambling, alcohol, moving University property, ~~ironing in your room,~~ halogen lights, open flames, candles, microwaves, cooking in your room, gasoline, **and flammable liquids of any kind, kerosene, oil** explosives, firearms or other weapons, pets **(except fish as provided elsewhere)**, tape, tacks or nails on painted surfaces, refrigerators over 5 cubic feet, water beds, the use of darts or dart boards in your room, unauthorized furniture and any item that fails to meet state and local fire and safety codes. Absolutely no smoking in the residence halls.
11. INSPECTION of rooms for reasons of health, safety, and maintenance or to determine whether University policy is being violated is a right reserved by the University. While routine inspections do not include searches, searches may be conducted **with probable cause with authorization from a professional Residence Life staff member.** ~~only with special probable cause, authorization from an assistant director or higher official, and your presence (unless it is impossible to locate you).~~ It is intended to provide sufficient individual's right of privacy in all possible circumstances. All rooms will be inspected by residence life staff at the end of each semester.
12. The University is not responsible for damage to or destruction of your personal belongings. ~~when such damage is caused by circumstances beyond the University's control.~~ It is the occupant's responsibility to secure the safety of **personal property** ~~your own property.~~

### Housing & Dining Historical Perspective

Semester Room Rates	2004-05	2005-06	2006-07	2007-08	2008-09	Increase	Proposed 2009-10
Double Room	\$1,780	\$1,912	\$1,912	\$1,955	\$2,030	4%	\$2,111
Double Room as Single (2 Beds)	\$2,670	\$2,868	\$2,868	\$2,933	\$2,699	2%	\$2,753
Senior Special			\$1,912	\$1,955	\$2,030	4%	\$2,111
Single Room (1 bed)	\$2,225	\$2,390	\$2,390	\$2,444	\$2,399	3%	\$2,471
	\$100 Flex Included	\$150 Flex Included	\$150 Flex Included	\$225 Flex Included	\$200 Flex Included		\$200 Flex Included
Semester Board Plan Rate*							
19 Meal Plan	\$1,072	\$1,148	\$1,185	\$1,297	\$1,306	7%	\$1,397
14 Meal Plan	\$948	\$1,022	\$1,055	\$1,163	\$1,168	7%	\$1,250
10 Meal Plan	\$912	\$936	\$966	\$1,072	\$1,074	7%	\$1,149
175 Meal Block	\$882	\$938	\$965	\$1,070	\$1,072	7%	\$1,147
75 Meal Block	\$639	\$690	\$712	\$810	\$803	7%	\$859
FLEX only (minimum)			\$150	\$50	\$50		\$50
							\$0
Total Cost of Double Room plus 14 Meal Plan	\$2,728	\$2,934	\$2,967	\$3,118	\$3,198		\$3,361

\* Revised based on new dining contract rates.

# September

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**12**

COP meeting

COP meeting

BOG hold date

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10:00 a.m.-3:00 p.m. -  
Possible COT mtg

1890's weekend

1890's weekend

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**2009**

# October

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**2009**

# November

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<b>8</b>	<b>9</b>	<b>10</b> COP	<b>11</b> COP	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b> 10:00 a.m.-3:00 p.m. - Possible COT mtg	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> Thanksgiving break	<b>27</b> Thanksgiving break	<b>28</b>
<b>29</b>	<b>30</b>					

2009

# December

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**2009**

# January

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New Year's Day

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BOG

BOG

University Days

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MLK Day Shutdown

Classes begin

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Possible COT Retreat

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2010



# February

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Spring Break

Spring Break

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Spring Break

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10:00 a.m.-3:00 p.m. -  
Possible COT mtg

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**2010**

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BOG hold date

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10:00 a.m.-3:00 p.m. -  
Possible COT mtg

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**2010**

# June

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**2010**

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July 4<sup>th</sup> Shutdown

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10:00 a.m.-3:00 p.m. -  
Possible COT mtg

2010

NAME: Mansfield University Hardship Grant Policy  
 ISSUING DEPT: Finance & Administration Office  
 ISSUED DATE: APRIL 29, 2009  
 REVIEWED DATE:  
 APPROVING AUTHORITY: Council of Trustees  
 (Approved by Cabinet May 11, 2009)  
 DATE REVISED:

## I. DEFINITION

To provide a need-based grant for students that have exhausted all funding options available to them, including student loans (subsidized and unsubsidized). This grant should be considered separate from merit based scholarships and athletic grants. It is based solely on the student's inability to meet direct costs and shall not exceed the total cost of attendance with the combination of all available financial aid sources.

## II. PURPOSE

The first priority for the *Mansfield University Hardship Grant* is to retain currently enrolled PA students who have exhausted all federal and state grant and loan programs. These students have no further options to finance their education and are at a high risk of dropping out. Our first commitment is to help these PA students so that they can remain at Mansfield University and complete their program of study.

The second priority for the *Mansfield University Hardship Grant* is to provide a need based, last dollar resource for incoming students residing in Pennsylvania.

## III. REQUIREMENTS

- a. The student must complete a Free Application for Federal Student Aid.
- b. The student must have remaining financial need (as defined by the Higher Education Act) after the PHEAA Grant, PELL Grant, subsidized loan, unsubsidized loan, SEOG and Perkins loans have been considered.
- c. Returning students must have satisfactory academic progress as defined by the Satisfactory Academic Progress Policy of the institution.<sup>1</sup>
- d. The grant could be awarded from year to year **depending upon the availability of funds** and the student's ability to meet cost of attendance. It is not automatic and students will be reevaluated each year.
- e. Students must use the grant to meet their cost of attendance only. Costs associated with luxury items, such as a private room, are considered unallowable costs and would negate the grant.
- f. Grant administered in accordance with current financial aid guidelines and policies.
- g. The allowance for housing (not meals or travel) will be based on the Mansfield University, current, double room, housing rate.
- h. The students must live on campus or meet the exemption criteria consistent with the Residence Life Housing Policy.

## IV. DISTRIBUTION

MU Policies/Procedures Directory will be distributed through the web and maintained by the staff of the designated offices. The Finance & Administration Office will update the information on their web content area and will email the web master with the updated link to be added to the MU Policy/Procedure Directory.

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<sup>1</sup> The Satisfactory Academic Progress Policy for purposes of federal student aid can be found online at [www.mansfield.edu/enrollment\\_services/financial\\_aid/forms\\_and\\_publications](http://www.mansfield.edu/enrollment_services/financial_aid/forms_and_publications)

**MANSFIELD UNIVERSITY**  
**COUNCIL OF TRUSTEES MEETING**

Wednesday, July 22, 2009  
2:00 p.m.

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

**A G E N D A**

**I. MEETING CALLED TO ORDER**

**II. OATH OF OFFICE**

**III. RECORDING OF ATTENDANCE**

**IV. PUBLIC COMMENTS**

**V. APPROVAL OF MINUTES**

May 27, 2009 (Exhibit A)

**MOTION:**



**VI. COMMITTEE REPORTS**

A. Academic Affairs Report (Dr. Timko)

B. Finance and Administration Report (Mr. Reid)

**MOTION** to approve \$357,643.64 in aggregate value for purchase orders of \$10,000 or more for the period of April 16, 2009 through June 15, 2009 as identified in Exhibit B.

**MOTION** to approve \$1,214,407.26 in aggregate value for purchase orders of less than \$10,000 for the period of April 16, 2009 through June 15, 2009 as identified in Exhibit C.

**MOTION** to approve the report of the Annual Physical Inspection of Facilities conducted on May 27, 2009 as identified in Exhibit D.

C. Human Resources Report (Ms. Carleton)

**MOTION** to approve the proposed *Mansfield University Identity Theft Prevention Policy and Program* pursuant to the Federal Trade Commission's *Red Flags Rule* as identified in Exhibit E.

D. Student Affairs Report (Mr. Harrington and Mr. Colby)

**MOTION** to approve leasing Mansfield University grounds (see attachment) for future privatized housing for resident students in accordance with the Mansfield University Student Housing Master Plan (June 2009) or approved alternatives.

E. University Advancement (President Loeschke)

**VII. OLD BUSINESS**

**VIII. NEW BUSINESS**

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

Strategic Plan Implementation Report

“Make Leadership Development Our Signature” – Mr. Dennis Heinle

**X. EDUCATIONAL FEATURE**

Outdoor Recreational Leadership – Professor Russell Dodson

**XI. REPORTS**

President Loeschke

Student Government Association

PACT

**XII. OTHER BUSINESS**

**XIII. DATE OF NEXT MEETING**

The next regular meeting of the Mansfield University Council of Trustees will be held on **Wednesday, September 23, 2009 at 2:00 p.m. in the North Hall 6<sup>th</sup> Floor Community Room.**

**XIV. ADJOURNMENT**





**MANSFIELD UNIVERSITY OF PENNSYLVANIA  
COUNCIL OF TRUSTEES REPORT  
PURCHASES OVER \$10,000  
BETWEEN APRIL 16, 2009 THROUGH JUNE 15, 2009**

VENDOR NAME	VENDOR NUMBER	ITEM DESCRIPTION	PO NUMBER	PO DATE	DOLLAR AMOUNT	REMARKS
ADL ASSOCIATES INC	107218	WORKSHOP - TRAINING	4000018066	6/15/2009	\$ 16,500.00	SOLE SOURCE APPROVAL - HUMAN RESOURCES DEPARTMENT
BEARINGS & DRIVES UNLIMITED	104119	MOTORS (4 EA)	4500242459	5/7/2009	\$ 13,925.00	NORTH HALL CHILLER - SOLE SOURCE APPROVAL - UTILITY PLANT
COMPUTER INTEGRATION GROUP	100285	PANASONIC PROJECTOR - (15 EA)	4500242286	5/6/2009	\$ 15,675.00	PASSHE CONTRACT - INFORMATION TECHNOLOGY DEPARTMENT
CORRECTIONAL INDUSTRIES	100182	MATTRESSES (75 EA)	4500245721	6/3/2009	\$ 11,062.50	STATE CONTRACT - RESIDENCE LIFE DEPARTMENT
CXTEC	103318	REPAIR PARTS - NETWORK	4500242482	5/7/2009	\$ 14,690.44	PASSHE CONTRACT - INFORMATION TECHNOLOGY DEPARTMENT
D & S COMMUNICATIONS	103516	TELECOM PARTS	4500241064	4/27/2009	\$ 10,651.70	PASSHE CONTRACT - INFORMATION TECHNOLOGY DEPARTMENT
DEIHL VAULT AND PRECAST CO	103211	STEAM TRENCH (80 EA)	4500243963	5/19/2009	\$ 28,825.00	EMERGENCY STEAM LINE REPAIR - SOLE SOURCE APPROVAL - UTILITY PLANT
EASTERN COPY PRODUCTS	104157	KONICA MINOLTA BIZHUB COPIER	4500245954	6/5/2009	\$ 57,257.00	PEPPM CONTRACT - PRINT SHOP
HARDWARE SPECIALTIES	104877	DOORS - DECKER LOCKER ROOMS (4 EA)	4500241846	5/1/2009	\$ 13,553.00	BID - BUILDING MAINTENANCE DEPARTMENT
HRI	102721	CONCRETE SURFACE RETAINING WALL	3900003409	5/20/2009	\$ 27,060.00	OPEN-ENDED PAVING/CONCRETE CONTRACT - CONSTRUCTION OFFICE
LENOVO DIRECT	105153	COMPUTERS (100 EA_	4500246182	6/8/2009	\$ 61,698.00	PASSHE CONTRACT - INFORMATION TECHNOLOGY DEPARTMENT
MACELREE HARVEY,LTD	107141	PROFESSIONAL SERVICES	4500245119	5/29/2009	\$ 12,731.00	VP FINANCE & ADMINISTRATION & ASSOC. VP FOR RESIDENCE LIFE
RICOH AMERICAS CORPORATION	106614	COPIERS (4 EA)	4500243442	5/14/2009	\$ 12,540.00	PASSHE CONTRACT - PRINT SHOP
ROBERT M. SIDES	101935	STEINWAY PIANO	4500243868	5/19/2009	\$ 61,475.00	BID - MUSIC DEPARTMENT
				<b>TOTAL</b>	<b>\$ 357,643.64</b>	



**MANSFIELD UNIVERSITY OF PENNSYLVANIA  
COUNCIL OF TRUSTEES REPORT  
PURCHASES UNDER \$10,000  
BETWEEN APRIL 16, 2009 THROUGH JUNE 15, 2009**

VENDOR NAME	VENDOR NUMBER	PO NUMBER	PO DATE	DOLLAR AMOUNT	ITEM DESCRIPTION & REMARKS
4IMPRINT	101695	4500243403	5/14/2009	\$ 4,788.45	RECRUITMENT MATERIALS - ADMISSIONS
AACN	101689	4500243736	5/18/2009	\$ 3,778.00	MEMBERSHIP RENEWAL - PROVOST OFFICE
AACSB-INTERNATIONAL	103086	4500243737	5/18/2009	\$ 2,550.00	MEMBERSHIP DUES - PROVOST OFFICE
ABC-CLIO	103650	4500243751	5/18/2009	\$ 1,277.12	SUPPLIES - SCHOOL LIBRARY PROGRAM
ACUTA	102960	4500242657	5/8/2009	\$ 410.00	MEMBERSHIP - TELECOM DEPARTMENT
ADT SECURITY SERVICES INC	104748	4500241118	4/27/2009	\$ 203.40	REPAIR ALARM PAD - RESIDENCE LIFE DEPARTMENT
ALA/AASL	103991	4500242404	5/6/2009	\$ 1,279.91	EDUCATIONAL MATERIAL - IMLS GRANT
ALA/AASL	103991	4500244559	5/26/2009	\$ 1,340.00	EDUCATIONAL MATERIAL - IMLS GRANT
ANDERSON COACH & TRAVEL	100072	4000017637	5/8/2009	\$ 2,004.94	BUS RENTAL - MINORITY RECRUITMENT - ADMISSIONS OFFICE
ANIXTER	102081	4500242458	5/7/2009	\$ 148.20	TELEPHONE UPGRADES - TELECOMUNICATION DEPARTMENT
ANIXTER	102081	4500246729	6/10/2009	\$ 348.92	TELEPHONE UPGRADES - TELECOMUNICATION DEPARTMENT
APL ASSOCIATES	102564	4000017905	6/1/2009	\$ 2,100.00	STUDENT TEACHERS WORKSHOP - EDUCATIONAL FIELD EXPERIENCE DEPARTMENT
APL ASSOCIATES	102564	4000017906	6/1/2009	\$ 2,100.00	STUDENT TEACHERS WORKSHOP - EDUCATIONAL FIELD EXPERIENCE DEPARTMENT
ARCFORCE WELDING	107197	4500245536	6/2/2009	\$ 1,942.98	EMERGENCY REPAIR STEAM PIPE - UTILITY PLANT
BACKYARD BROADCASTING	102719	4500240075	4/17/2009	\$ 200.00	MISCELLANEOUS ADVERTISEMENTS BY VARIOUS DEPARTMENTS
BACKYARD BROADCASTING	102719	4500240076	4/17/2009	\$ 140.00	MISCELLANEOUS ADVERTISEMENTS BY VARIOUS DEPARTMENTS
BACKYARD BROADCASTING	102719	4500241021	4/27/2009	\$ 120.00	MISCELLANEOUS ADVERTISEMENTS BY VARIOUS DEPARTMENTS
BACKYARD BROADCASTING	102719	4500245926	6/4/2009	\$ 208.00	MISCELLANEOUS ADVERTISEMENTS BY VARIOUS DEPARTMENTS
BACKYARD BROADCASTING	102719	4500246923	6/12/2009	\$ 260.00	MISCELLANEOUS ADVERTISEMENTS BY VARIOUS DEPARTMENTS
BAILEY POTTERY EQUIP CORP	103609	4500244908	5/28/2009	\$ 5,243.15	ART SUPPLIES - ART DEPARTMENT
BANFIELD-BAKER CORP.	104452	4500241198	4/28/2009	\$ 3,476.00	FERTILIZER & GRASS SEED - MAINTENANCE OF GROUNDS DEPARTMENT
BEAGLE MEDIA. LLC	104563	4500243258	5/13/2009	\$ 265.00	RECRUITMENT ADVERTISEMENT - PUBLIC RELATIONS DEPARTMENT
BEAGLE MEDIA. LLC	104563	4500245927	6/4/2009	\$ 530.00	RECRUITMENT ADVERTISEMENT - PUBLIC RELATIONS DEPARTMENT
BENEDICTS BUS SERVICE	102718	4000017534	4/29/2009	\$ 800.00	BUS RENTAL - SUMMER LEADERSHIP ACADEMY
BIOLOGIX	103402	4500242656	5/8/2009	\$ 280.38	LAB SUPPLIES - BIOLOGY DEPARTMENT
BLACKBOARD, INC.	104569	4500243163	5/13/2009	\$ 990.00	SUPPLIES FOR ONE CARD SYSTEM - CONTROLLER'S OFFICE
BLOCKHOUSE	104786	4500243526	5/15/2009	\$ 4,010.00	FABRIC FOR FURNITURE - RESIDENCE LIFE DEPARTMENT
BLUE RIDGE CABLE TV	102707	4500244217	5/21/2009	\$ 1,105.00	FIBER SPLICING - INFORMATION TECHNOLOGY DEPARTMENT
BRIAN RANCE	105637	4500241150	4/27/2009	\$ 5,000.00	THEATRE MATERIAL - COMMUNICATION & THEATRE DEPARTMENT
BRICO TECHNOLOGIES	107186	4500245111	5/29/2009	\$ 544.59	FIRE PREVENTION SAFETY - SAFETY OFFICE

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BROOKS,SHARON BEHL	107193	4000017897	6/1/2009	\$ 250.00	HONORARIUM - COMMUNICATIONS & THEATRE
C & D UPHOLSTERY	104339	4500244830	5/27/2009	\$ 263.36	BENCH SEAT UPHOLSTERY - MANSER DINING
CAMPUS BOOKSTORE CCSI	102708	4500241007	4/27/2009	\$ 198.52	MISCELLANEOUS PURCHASES FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500241012	4/27/2009	\$ 13.45	MISCELLANEOUS PURCHASES FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500241016	4/27/2009	\$ 625.68	MISCELLANEOUS PURCHASES FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500241017	4/27/2009	\$ 55.12	MISCELLANEOUS PURCHASES FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500241101	4/27/2009	\$ 529.25	MISCELLANEOUS PURCHASES FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500242057	5/4/2009	\$ 341.25	MISCELLANEOUS PURCHASES FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500242284	5/6/2009	\$ 146.37	MISCELLANEOUS PURCHASES FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500242287	5/6/2009	\$ 350.00	MISCELLANEOUS PURCHASES FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500243144	5/13/2009	\$ 38.68	MISCELLANEOUS PURCHASES FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500243162	5/13/2009	\$ 600.00	MISCELLANEOUS PURCHASES FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500243308	5/13/2009	\$ 224.25	MISCELLANEOUS PURCHASES FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500244409	5/21/2009	\$ 35.70	MISCELLANEOUS PURCHASES FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500245098	5/29/2009	\$ 450.12	MISCELLANEOUS PURCHASES FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500246899	6/11/2009	\$ 12.55	MISCELLANEOUS PURCHASES FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CARRIAGE CREST ELEMENTARY SCHOOL	107121	4500240191	4/20/2009	\$ 500.00	PARTICIPANT - SCHOOL LIBRARY PROGRAM
CCSI	101962	4500244018	5/20/2009	\$ 62.62	MISCELLANEOUS COPIES BY VARIOUS DEPARTMENTS
CCSI	101962	4500244560	5/26/2009	\$ 42.78	MISCELLANEOUS COPIES BY VARIOUS DEPARTMENTS
CDW GOVERNMENT INC	100218	4500244208	5/20/2009	\$ 3,884.50	PRNTERS (3 EA) - INFORMATION TECHNOLOGY DEPARTMENT
CEDAR HEIGHTS MIDDLE SCHOOL	107138	4500241268	4/28/2009	\$ 500.00	SCHOOL LIBRARY WORKSHOP - SCHOOL LIBRARY PROGRAM
CEDAR VALLEY ELEMENTARY SCHOOL	107121	4500240187	4/20/2009	\$ 500.00	PARTICIPANT - SCHOOL LIBRARY PROGRAM
CITADEL BROADCASTING WILD 104	106662	4500241920	5/4/2009	\$ 225.75	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
CITADEL BROADCASTING WLEV/WCTO	106662	4500241923	5/4/2009	\$ 1,240.00	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
CITADEL BROADCASTING WLEV/WCTO	106662	4500246897	6/11/2009	\$ 1,240.00	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
CLEAR CHANNEL BROADCASTING	106522	4500244850	5/27/2009	\$ 1,195.00	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
CLEAR CHANNEL BROADCASTING	106522	4500246560	6/10/2009	\$ 1,197.00	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
CLEAR CHANNEL COMMUNICATIONS	102721	4500242972	5/11/2009	\$ 1,012.00	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
CLEAR CHANNEL COMMUNICATIONS	100255	4500243943	5/19/2009	\$ 2,590.00	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
CLEAR CHANNEL COMMUNICATIONS	100255	4500246896	6/11/2009	\$ 1,373.00	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
COLONIAL RADIO GROUP	107138	4500241919	5/4/2009	\$ 300.00	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
COLONIAL RADIO GROUP	107138	4500243256	5/13/2009	\$ 300.00	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
COMCAST SPOTLIGHT	107116	4500241948	5/4/2009	\$ 1,445.00	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
COMCAST SPOTLIGHT	107116	4500241949	5/4/2009	\$ 594.98	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
COMCAST SPOTLIGHT	107116	4500242960	5/11/2009	\$ 3,484.98	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
COMPUTER INTEGRATION GROUP	100285	4500241184	4/28/2009	\$ 4,719.60	MITUSBISHI - INFORMATION TECHNOLOGY - PASSHE CONTRACT



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CONSMR CRDT CNSLNG SERV	107118	4000017450	4/16/2009	\$ 66.00	PERSONAL FINANCE WORKSHOP - MILEAGE REIMBURSEMENT - ACADEMIC ADVISING
CONSOLIDATED GRAPHIC COMMUNICATIONS	106269	4500243940	5/19/2009	\$ 5,642.02	PRINTING MANSFIELDIAN - PUBLIC RELATIONS DEPARTMENT
CRESTLINE	103345	4500243404	5/14/2009	\$ 3,536.12	RECRUITMENT MATERIAL - ADMISSIONS DEPARTMENT
CUMULUS MEDIA HARRISBURG	101739	4500244855	5/27/2009	\$ 2,980.00	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
D & S COMMUNICATIONS	103516	4000018025	6/10/2009	\$ 5,000.00	EMERGENCY REPAIRS - INFORMATION TECHNOLOGY DEPARTMENT
D E EBELING BUS SERVICE INC	107137	4500241894	5/4/2009	\$ 333.00	BUS SERVICE - VISITATION DAY - ADMISSIONS OFFICE
DAILY REVIEW	102713	4500246894	6/11/2009	\$ 140.00	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
DAVID CUMMINGS	103367	4500241032	4/27/2009	\$ 126.00	ENGRAVING - COMMENCEMENT
DAVID CUMMINGS	103367	4500242708	5/8/2009	\$ 24.30	ENGRAVING - HONORS PROGRAM
DEIHL VAULT AND PRECAST CO	103211	4500243008	5/12/2009	\$ 3,417.00	EMERGENCY STEAMLINE REPLAIR (ALUMNI HALL) - UTILITY PLANT
DELL MARKETING L.P.	100350	4500241523	4/30/2009	\$ 239.98	REPLACEMENT PARTS - INFORMATION TECHNOLOGY DEPARTMENT
DELL MARKETING L.P.	100350	4500242149	5/5/2009	\$ 576.98	TONER - INFORMATION TECHNOLOGY DEPARTMENT
DELL MARKETING L.P.	100350	4500242408	5/6/2009	\$ 3,237.17	MAINTENANCE SERVICE - INFORMATION TECHNOLOGY DEPARTMENT
DRESSEL WELDING SUPPLY INC	100386	4500241067	4/27/2009	\$ 63.93	WELDING MATERIALS - MAINTENANCE OF GROUNDS
DREXEL UNIVERSITY	107173	4500243740	5/18/2009	\$ 60.00	MEMBERSHIP MARCUMS - MAILROOM
EASTERN COPY PRODUCTS	104157	4500242655	5/8/2009	\$ 4,995.00	COPIER - PRINT SHOP
EASTERN METAL USA-SIGN	103477	4500241167	4/28/2009	\$ 226.00	CAMPUS SIGNAGE - CONSTRUCTION OFFICE
EDUCATIONAL BENCHMARKING INC	100411	4500244003	5/20/2009	\$ 9,260.00	ASSESSMENTS & SURVEYS - ADMISSIONS DEPARTMENT
ELMIRA TROPHY & AWARD	102693	4500239854	4/16/2009	\$ 399.00	EDUCATIONAL MATERIAL - CHEMISTRY DEPARTMENT
EMERALD PARK ELEMENTARY SCHOOL	107121	4500240186	4/20/2009	\$ 500.00	PARTICIPANT - SCHOOL LIBRARY WORKSHOP
ENGL HATTON, JANET	107174	4000017763	5/18/2009	\$ 7,700.00	WORKSHOP - PRESENTATION SKILLS TRAINING - HUMAN RESOURCES DEPARTMENT
EPICENTRE	103864	4500243027	5/12/2009	\$ 477.00	LAB SUPPLIES - BIOLOGY DEPARTMENT
EQUINOX BROADCAST CORP	106693	4500241925	5/4/2009	\$ 672.00	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
EQUINOX BROADCAST CORP	106693	4500241938	5/4/2009	\$ 192.00	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
EQUINOX BROADCAST CORP	106693	4500244857	5/27/2009	\$ 200.00	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
ESSIS & SONS INC	106746	4500244196	5/20/2009	\$ 210.00	CARPET SHIELD - RARE BOOK PROJECT
FAME	107178	4500245113	5/29/2009	\$ 1,020.00	RECRUITMENT ADVERTISEMENT - SCHOOL LIBRARY PRGRAM
FIRE ALARM SERVICE TECHNOLOGY INC	107197	4500245552	6/2/2009	\$ 424.00	SMOKE DETECTORS - SAFETY DEPARTMENT

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FISHER SCIENTIFIC COMPANY	101610	4500243531	5/15/2009	\$ 6,268.94	LAB MATERIALS - BIOLOGY DEPARTMENT
FREESTYLE CAMERA	106102	4500245417	6/1/2009	\$ 1,566.94	EDUCATIONAL SUPPLIES - ART DEPARTMENT
G.T. DANIEL ELEMENTARY SCHOOL	107122	4500240209	4/20/2009	\$ 500.00	PARTICIPANT - SCHOOL LIBRARY PROGRAM
GALETON AREA SCHOOL DISTRICT	107132	4500241100	4/27/2009	\$ 285.00	EARLY INTERVENTION - ADMISSIONS
GALL'S INC	100493	4500241408	4/29/2009	\$ 41.96	POLICE SUPPLIES - UNIVERSITY POLICE DEPARTMENT
GANNETT CENTRAL NY NEWSPAPERS	103180	4500242883	5/11/2009	\$ 110.00	ADVERTISEMENT - PURCHASING DEPARTMENT
GANNETT CENTRAL NY NEWSPAPERS	103180	4500246267	6/8/2009	\$ 22.88	ADVERTISEMENT - PURCHASING DEPARTMENT
GAYLORD BROTHERS, INC.	100499	4500242839	5/11/2009	\$ 250.65	BOOK MATERIALS - LIBRARY CATALOGING
GAYLORD BROTHERS, INC.	100499	4500243525	5/15/2009	\$ 938.74	BOOK MATERIALS - LIBRARY CATALOGING
GAYLORD BROTHERS, INC.	100499	4500245114	5/29/2009	\$ 403.16	BOOK MATERIALS - LIBRARY CATALOGING
GRADUATE SCHOOL GUIDE	100524	4500242460	5/7/2009	\$ 2,000.00	RECRUITMENT ADVERTISING - ADMISSIONS OFFICE
GRAINGER, INC.	102819	4500239809	4/16/2009	\$ 131.77	EXIT DOOR ALARM - ONE CARD ADMINISTRATOR
GRAMMA'S KITCHEN	106100	4000017771	5/19/2009	\$ 90.84	COVER MISCELLANEOUS LUNCHEONS, DINNERS & RECEPTIONS USED BY VARIOUS DEPARTMENTS
GREGORY ORR	106161	4000017596	5/5/2009	\$ 200.00	PHOTOGRAPHY - SPORTS INFORMATION DEPT
HAMILTON CLUB	104268	4000017638	5/8/2009	\$ 500.00	DEPT. CHAIR RETREAT - PROVOST OFFICE
HARRISBURG AREA COMMUNITY COLL	100554	4500244917	5/28/2009	\$ 200.00	FACILITY USAGE - DRIVING RANGE - CONSTABLE TRAINING
HICKEY'S MUSIC CENTER	103784	4000017695	5/12/2009	\$ 255.00	WOODWIND INSTRUMENT REPAIR - MUSIC DEPARTMENT
HUFFMAN'S OFFICE SUPPLY	101940	4500244399	5/21/2009	\$ 1,631.76	OFFICE FURNITURE - HUMAN RESOURCE DEPT
I D BOOTH INC	102704	4500242140	5/5/2009	\$ 2,769.41	EMERGENCY STEAMLINE REPAIR (ALUMNI HALL) - SOLE SOURCE APPROVAL - UTILITY PLANT
I D BOOTH INC	102704	4500243862	5/19/2009	\$ 4,232.33	EMERGENCY STEAMLINE REPAIR (ALUMNI HALL) - SOLE SOURCE APPROVAL - UTILITY PLANT
I D BOOTH INC	102704	4500244963	5/28/2009	\$ 3,239.52	EMERGENCY STEAMLINE REPAIR (ALUMNI HALL) - SOLE SOURCE APPROVAL - UTILITY PLANT
I D BOOTH INC	102704	4500244964	5/28/2009	\$ 994.53	EMERGENCY STEAMLINE REPAIR (ALUMNI HALL) - SOLE SOURCE APPROVAL - UTILITY PLANT
INSTITUTE FOR GLOBAL ETHICS	107162	4000017699	5/12/2009	\$ 7,200.00	ETHICAL FITNESS WORKSHOP - PROFESSIONAL DEVELOPMENT - HUMAN RESOURCES DEPARTMENT
INSUL TEK	106689	4500242770	5/8/2009	\$ 2,975.00	STEAM LINE REPAIR (ALUMNI HALL) - UTILITY PLANT
IOWA STATE UNIVERSITY	107117	4000017446	4/16/2009	\$ 500.00	HONORARIUM - CENTER LIFE LONG LEARNING DEPARTMENT
ISLMA	107181	4500244401	5/21/2009	\$ 550.00	BOOTH RENTAL - SCHOOL LIBRARY PROGRAM
JAMES ORR	102696	4500241696	4/30/2009	\$ 60.00	REPLACE TILE - BUILDING MAINTENANCE DEPARTMENT
JAMES WEISKOPFF	102694	4000017865	5/28/2009	\$ 500.00	SPEAKER - POLICE ACADEMY
JENKINS CREEK ELEMENTARY SCHOOL	107121	4500240197	4/20/2009	\$ 500.00	PARTICIPANT - SCHOOL LIBRARY PROGRAM

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JOEL STEPHENS FOUNDATION	103480	4500240159	4/20/2009	\$ 750.00	SPONSORSHIP (JOEL STEPHENS TOURNAMENT) - PUBLIC RELATIONS DEPARTMENT
JOHNS,SARA KELLY	107161	4000017675	5/11/2009	\$ 826.63	TRAVEL EXPENSE - SCHOOL LIBRARY PROGRAM
JOSEPH GUILLAUME	106614	4500244206	5/20/2009	\$ 82.81	EARLY INTERVENTION PROGRAM - ADMISSIONS DEPT
JOSTENS INC	106134	4500242626	5/7/2009	\$ 63.18	COMMENCEMENT MATERIAL - PROVOST OFFICE
KAMIN,DAN	107147	4000017573	5/4/2009	\$ 250.00	HONORARIUM - MUSIC DEPARTMENTS
KAPCO LIBRARY PRODUCTS	101619	4500242056	5/4/2009	\$ 429.35	LIBRARY MATERIAL - CATALOGING
KAPCO LIBRARY PRODUCTS	101619	4500243540	5/15/2009	\$ 616.19	LIBRARY MATERIAL - CATALOGING
KAPCO LIBRARY PRODUCTS	101619	4500246181	6/8/2009	\$ 1,026.52	LIBRARY MATERIAL - CATALOGING
KENT PHOENIX ACADEMY	107122	4500240201	4/20/2009	\$ 500.00	PARTICIPANT - SCHOOL LIBRARY PROGRAM
KENTLAKE HIGH SCHOOL	107122	4500240203	4/20/2009	\$ 500.00	PARTICIPANT - SCHOOL LIBRARY PROGRAM
KENT-MERIDIAN HIGH SCHOOL	107138	4500241265	4/28/2009	\$ 500.00	PARTICIPANT - SCHOOL LIBRARY PROGRAM
KINGDOM INC	102711	4500241022	4/27/2009	\$ 92.00	EDUCATIONAL MATERIAL - JAZZ BAND
KINGDOM INC	102711	4500245771	6/3/2009	\$ 297.00	RECRUITMENT MATERIAL - ADMISSIONS
K-LOG EDUC DIV INC	102803	4500242628	5/7/2009	\$ 341.03	ERGO CUSHION - INFORMATION TECHNOLOGY DEPARTMENT
KSRA CONFERENCE	101849	4500241051	4/27/2009	\$ 250.00	ADVERTISEMENT - IMLS BUILDING LEADERS
LAMINATOR WAREHOUSE	107123	4500240257	4/20/2009	\$ 5,599.00	LAMINATOR - PRINT SHOP
LAUREL BEHAVIORAL HEALTH	102691	4000017530	4/29/2009	\$ 750.00	PSYCHIATRIC SERVICES FOR STUDENTS
LEADER	102701	4500241113	4/27/2009	\$ 22.82	ADVERTISING - PURCHASING DEPARTMENT
LEFF MEDIA INC	102745	4500241934	5/4/2009	\$ 1,896.90	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
LEFF MEDIA INC	102745	4500241936	5/4/2009	\$ 617.85	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
MANSFIELD BOROUGH	102706	4500243043	5/12/2009	\$ 250.00	MANSER DINING HALL RAMP PERMIT - CONSTRUCTION OFFICE
MANSFIELD CHAMBER OF COMMERCE	102707	4500242961	5/11/2009	\$ 100.00	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPARTMENT
MARK PASSMORE	102723	4500242405	5/6/2009	\$ 175.00	RECRUITMENT MATERIALS - ADMISSIONS
MARK PASSMORE	102723	4500245202	6/1/2009	\$ 375.00	RECRUITMENT MATERIALS - ADMISSIONS
MARKL SUPPLY CO.	101941	4500245020	5/28/2009	\$ 8,469.51	AMMUNITION - POLICE ACADEMY
MASS MARKETING INC.	101946	4500243941	5/19/2009	\$ 335.00	ADVERTISEMENT - PUBLIC RELATIONS DEPARTMENT
MEADS OVERHEAD DOOR	102718	4500241197	4/28/2009	\$ 1,085.00	REPAIR PARTS (STOREROOM OVERHEAD) - BUILDING MAINTENANCE
MEEKER MIDDLE SCHOOL	107121	4500240199	4/20/2009	\$ 500.00	PARTICIPANT - SCHOOL LIBRARY PROGRAM

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MEIER SUPPLY INC.	104495	4500242133	5/5/2009	\$ 4,985.48	PLUMBING SUPPLIES - UTILITY PLANT
MILESTONE INC	106527	4500243143	5/13/2009	\$ 1,010.00	LAB SUPPLIES - CHEMISTRY DEPARTMENT
MISTER BOBBIN EMBROIDERY INC	102777	4500239862	4/16/2009	\$ 360.00	LAB SUPPLIES - BIOLOGY DEPARTMENT
MO BIO LABORATORIES INC	103996	4500243529	5/15/2009	\$ 106.00	LAB SUPPLIES - BIOLOGY DEPARTMENT
MULTI MEDIA SERVICES	102744	4500244758	5/27/2009	\$ 1,163.60	PAPER - PRINT SHOP
MUNICIPAL POLICE OFFICERS	101503	4500244765	5/27/2009	\$ 71.75	EDUCATIONAL MATERIAL - POLICE TRAINING ACADEMY
NACAC	106699	4500244201	5/20/2009	\$ 490.00	RECRUITMENT MATERIAL - ADMISSIONS
NATIONAL PUBLICATION BILLING SRVC	107207	4500246730	6/10/2009	\$ 72.00	SUBSCRIPTION - PUBLIC RELATIONS DEPARTMENT
NCS PEARSON, INC.	100907	4500241095	4/27/2009	\$ 50.00	TESTING ADMINISTRATION - ADMISSIONS DEPARTMENT
NJEA REVIEW	105563	4500244627	5/26/2009	\$ 4,200.00	RECRUITMENT ADVERTISEMENTS - SCHOOL LIBRARY PROGRAM
NORTHEAST MOBILE SHREDDING LLC	104122	4500245851	6/4/2009	\$ 353.00	SHREDDING USED BY VARIOUS DEPARTMENTS
NORTHERN MACHINE WORKS	100928	4500240293	4/20/2009	\$ 741.59	OFFICE SUPPLIES - PRINT SHOP
NORTHERN TIER SOLID WASTE AUTHORITY	102701	4500241097	4/27/2009	\$ 302.00	SURPLUS PROPERTY DISPOSAL - CUSTODIAL DEPARTMENT
NORTHERN TIOGA SCH DIST	107175	4500244202	5/20/2009	\$ 118.80	EARLY INTERVENTION PROGRAM - ADMISSIONS DEPT
OFF TO COLLEGE	100937	4500245533	6/2/2009	\$ 1,330.40	RECRUITMENT MATERIAL - ADMISSIONS
OLDE CITY FINANCIAL, INC.	103361	4500241042	4/27/2009	\$ 111.25	STUDENT SERVICES UNIT
OVRHD DOOR CO OF ELMIRA	106612	4500240042	4/17/2009	\$ 478.00	SERVICE CALL - BUILDING MAINTENANCE
OVRHD DOOR CO OF ELMIRA	106612	4500243863	5/19/2009	\$ 189.00	OVERHEAD DOOR REPAIR - BUILDING MAINTENANCE
PA BLACK CONFERENCE ON HIGHER EDUC	107198	4500245684	6/3/2009	\$ 220.00	RECRUITMENT ADVERTISEMENT - PUBLIC RELATIONS DEPARTMENT
PACCPP	104317	4500243468	5/14/2009	\$ 65.00	MEMBERSHIP - UNIVERSITY POLICE DEPARTMENT
PASSHE FIELD DIRECTOR ASSOC.	106963	4500243903	5/19/2009	\$ 40.00	MEMBERSHIP - EDUCATIONAL FIELD EXPERIENCE DEPARTMENT
PC NAME TAG INC	106556	4500244831	5/27/2009	\$ 105.01	NAMETAGS - ALUMNI RELATIONS
PENNY SAVER INC	102709	4500241983	5/4/2009	\$ 114.25	MISCELLANEOUS ADVERTISEMENTS BY VARIOUS DEPARTMENTS
PENNY SAVER INC	102709	4500242153	5/5/2009	\$ 136.50	MISCELLANEOUS ADVERTISEMENTS BY VARIOUS DEPARTMENTS
PENNY SAVER INC	102709	4500243467	5/14/2009	\$ 91.00	MISCELLANEOUS ADVERTISEMENTS BY VARIOUS DEPARTMENTS
PENNY SAVER INC	102709	4500245681	6/3/2009	\$ 24.00	MISCELLANEOUS ADVERTISEMENTS BY VARIOUS DEPARTMENTS
PHOENIX RADIO GROUP	107151	4500243267	5/13/2009	\$ 300.00	RECRUITMENT ADVERTISEMENT - PUBLIC RELATIONS DEPARTMENT
PHOENIX RADIO GROUP	107151	4500246558	6/10/2009	\$ 400.00	RECRUITMENT ADVERTISEMENT - PUBLIC RELATIONS DEPARTMENT

**MANSFIELD UNIVERSITY OF PENNSYLVANIA  
COUNCIL OF TRUSTEES REPORT  
PURCHASES UNDER \$10,000  
BETWEEN APRIL 16, 2009 THROUGH JUNE 15, 2009**

VENDOR NAME	VENDOR NUMBER	PO NUMBER	PO DATE	DOLLAR AMOUNT	ITEM DESCRIPTION & REMARKS
PIBH	100957	4500240400	4/21/2009	\$ 7,769.63	CARPETING (RESIDENCE HALLS) - STATE CONTRACT - RESIDENCE LIFE OFFICE
PITNEY BOWES INC	102729	4500242987	5/12/2009	\$ 291.11	INK FOR POSTAGE MACHINE - UNIVERSITY MAIL SERVICES
PITNEY BOWES INC	102729	4500243811	5/19/2009	\$ 77.47	INK FOR SMART MAILERS - UNIVERSITY MAIL SERVICES
PITNEY BOWES INC	102729	4500244902	5/28/2009	\$ 447.62	POSTAGE METER HEAD RENTAL - MAILROOM
POSTMASTER-WILLIAMSPORT	101938	4500242152	5/5/2009	\$ 385.00	MAILING ALUMNI WEEKEND BROCHURE - ALUMNI RELATIONS
PROVISIONS MODULAR HARDWARE	102724	4500241525	4/30/2009	\$ 4,834.40	TELEPHONE MATERIAL - INFORMATION TECHNOLOGY DEPARTMENT - PASSHE CONTRACT
REAL MEDIA	107174	4500243947	5/19/2009	\$ 1,700.00	ADVERTISEMENT - PUBLIC RELATIONS DEPARTMENT
RECOGNITION ART	107202	4500245952	6/5/2009	\$ 2,486.09	DISPLAY CASE - UNIVERSITY DEVELOPMENT
REED HANN LITHO COMPANY	101080	4500239817	4/16/2009	\$ 3,040.00	RECRUITMENT ENVELOPES - PUBLIC RELATIONS DEPARTMENT
REED HANN LITHO COMPANY	101080	4500239818	4/16/2009	\$ 4,390.00	COURSE BOOKS - PUBLIC RELATIONS DEPARTMENT
REED HANN LITHO COMPANY	101080	4500240017	4/17/2009	\$ 7,590.00	RECRUITMENT MATERIALS - ADMISSIONS OFFICE
REED HANN LITHO COMPANY	101080	4500243083	5/12/2009	\$ 385.00	OFFICE SUPPLIES - ALUMNI RELATIONS
REED HANN LITHO COMPANY	101080	4500244909	5/28/2009	\$ 1,675.00	RECRUITMENT MATERIAL - ADMISSIONS DEPARTMENT
REED HANN LITHO COMPANY	101080	4500245200	6/1/2009	\$ 1,985.00	GRADUATE CATALOGS - ADMISSIONS
REM SOUTHERN OFFICE PRODUCTS INC	103520	4500241853	5/1/2009	\$ 129.00	INK CARTRDIGES - INFORMATION RESOURCE ADMINISTRATION
ROBERT PACKER HOSPITAL	102712	4500242625	5/7/2009	\$ 900.00	ACCREDITATION - PROVOST
SAYRE AREA SCHOOL DIST.	107137	4500241892	5/4/2009	\$ 386.76	EARLY INTERVENTION PROGRAM - ADMISSIONS DEPT
SCHOOL WORLD EDUCATIONAL SOFTWARE	101144	4500242407	5/6/2009	\$ 2,202.00	SOFTWARE - SCHOOL LIBRARY PROGRAM
SHEET MUSIC PLUS	107117	4500239869	4/16/2009	\$ 64.84	MUSICAL SCORES - MUSIC DEPARTMENT
SIGMA ALDRICH INC	102791	4500243396	5/14/2009	\$ 453.60	EDUCATIONAL MATERIAL - CHEMISTRY DEPARTMENT
SIGN SHOP	102699	4500246726	6/10/2009	\$ 65.87	SUPPLIES - HUMAN RESOURCE DEPARTMENT
SLMS/NYLA	106132	4500246268	6/8/2009	\$ 630.00	ADVERTISEMENT - SCHOOL LIBRARY PROGRAM
STACEY CALKINS	102696	4500239853	4/16/2009	\$ 458.00	MISCELLANEOUS ITEMS PURCHASED BY VARIOUS DEPARTMENTS ON CAMPUS
STACEY CALKINS	102696	4500241019	4/27/2009	\$ 500.00	MISCELLANEOUS ITEMS PURCHASED BY VARIOUS DEPARTMENTS ON CAMPUS
STACEY CALKINS	102696	4500242077	5/5/2009	\$ 102.00	MISCELLANEOUS ITEMS PURCHASED BY VARIOUS DEPARTMENTS ON CAMPUS
STACEY CALKINS	102696	4500244558	5/26/2009	\$ 451.76	MISCELLANEOUS ITEMS PURCHASED BY VARIOUS DEPARTMENTS ON CAMPUS
STACEY CALKINS	102696	4500244762	5/27/2009	\$ 2,235.00	MISCELLANEOUS ITEMS PURCHASED BY VARIOUS DEPARTMENTS ON CAMPUS
SUNRISE ELEMENTARY SCHOOL	107147	4500241974	5/4/2009	\$ 500.00	BUILDING LEADERS - IMLS GRANT
SUPERIOR BUSINESS SOLUTIONS	101235	4500240262	4/20/2009	\$ 67.38	A/P CHECKS - ACCOUNTS PAYABLE DEPARTMENT
SYNCSORT INCORPORATED	103119	4500243085	5/12/2009	\$ 1,530.00	BACKUP SOFTWARE - INFORMATION TECHNOLOGY DEPARTMENT
THE MCGRAW-HILL COMPANIES, INC.	103015	4500246667	6/10/2009	\$ 300.00	EDUCATIONAL SUPPLIES - CENTER LIFE LONG LEARNING

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VENDOR NAME	VENDOR NUMBER	PO NUMBER	PO DATE	DOLLAR AMOUNT	ITEM DESCRIPTION & REMARKS
TIMES SHAMROCK WEEKLY GROUP	102711	4500241922	5/4/2009	\$ 117.40	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT.
TIMES SHAMROCK WEEKLY GROUP	102711	4500242891	5/11/2009	\$ 131.10	BID ADVERTISEMENTS - PURCHASING DEPARTMENT
TIMES SHAMROCK WEEKLY GROUP	102711	4500243466	5/14/2009	\$ 122.36	ADVERTISEMENT - CLLL
TIMOTHY PAYNE	102695	4500243398	5/14/2009	\$ 690.00	AMMUNITION - UNIVERSITY POLICE
TIOGA COUNTY EMS TRAINING PROGRAM	102716	4500244833	5/27/2009	\$ 3,500.00	EMS TRAINING - POLICE ACADEMY
TIOGA PUBLISHING COMPANY	102717	4500242838	5/11/2009	\$ 332.20	BID ADVERTISEMENTS - PURCHASING DEPARTMENT
TIOGA PUBLISHING COMPANY	102717	4500242959	5/11/2009	\$ 369.00	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPARTMENT
TIOGA PUBLISHING COMPANY	102717	4500243086	5/12/2009	\$ 42.20	COT MEETING NOTICE - PRESIDENT OFFICE
TIOGA PUBLISHING COMPANY	102717	4500243307	5/13/2009	\$ 112.80	ADVERTISEMENT - SPORTS INFORMATION
TIOGA PUBLISHING COMPANY	102717	4500243465	5/14/2009	\$ 116.00	ADVERTISEMENTS - CLLL
TIOGA PUBLISHING COMPANY	102717	4500245848	6/4/2009	\$ 39.50	BID ADVERTISEMENT - PURCHASING DEPARTMENT
TOWANDA AREA SCHL DIST	107162	4500243405	5/14/2009	\$ 171.43	EARLY INTERVENTION PROGRAM - ADMISSIONS
TRANSBRIDGE LINES	101300	4000017801	5/21/2009	\$ 1,260.00	EARLY INTERVENTION PROGRAM - ADMISSIONS
TRAPUZZANO	101938	4500241088	4/27/2009	\$ 219.97	POLICE APPAREL - UNIVERSITY POLICE DEPARTMENT
TRAPUZZANO	101938	4500246168	6/8/2009	\$ 723.00	WEARING APPAREL - UNIVERSITY POLICE DEPARTMENT
TROY AREA SCHOOL DISTRICT	105642	4500243650	5/18/2009	\$ 335.61	EARLY INTERVENTION PROGRAM - ADMISSIONS
TWIN TIERS CW WBE	107117	4500243945	5/19/2009	\$ 425.00	ADVERTISEMENT - PUBLIC RELATIONS DEPARTMENT
UTRECHT ART SUPPLY CO	101340	4500245953	6/5/2009	\$ 8,189.91	LAB FILES - ART DEPARTMENT
VARIAN INC.	101727	4500242457	5/7/2009	\$ 284.00	LAB SUPPLIES - BIOLOGY DEPARTMENT
VEMA	103345	4500240039	4/17/2009	\$ 700.00	ADVERTISEMENT - IMLS BUILDING LEADERS
VEMA	107206	4500246269	6/8/2009	\$ 800.00	ADVERTISEMENT - SCHOOL LIBRARY PROGRAM
VIAMEDIA	107116	4500241944	5/4/2009	\$ 173.40	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
VIAMEDIA	107116	4500243942	5/19/2009	\$ 520.20	ADVERTISEMENT - PUBLIC RELATIONS DEPARTMENT
VIAMEDIA	107116	4500245537	6/2/2009	\$ 173.40	RECRUITMENT ADVERTISEMENT - PUBLIC RELATIONS DEPT
W.E.L. INSTRUMENT CO., LLC	101499	4000017683	5/11/2009	\$ 1,764.00	PREVENTATIVE MICROSCOPES MAINTENANCE - BIOLOGY DEPARTMENT
WAITZ CORPORATION	101361	4500241011	4/27/2009	\$ 890.67	ORIENTATION MATERIALS - ADMISSIONS DEPARTMENT
WASOWICZ,SIRINAPHA	107184	4000017828	5/26/2009	\$ 100.00	PROFESSIONAL SEWING SERVICES - MANSFIELD UNIVERSITY POLICE DEPT
WBNG 12 ACTION NEWS	107116	4500241937	5/4/2009	\$ 1,015.75	RECRUITMENT ADVERTISEMENT - PUBLIC RELATION DEPARTMENT
WBNG 12 ACTION NEWS	107116	4500242403	5/6/2009	\$ 1,717.00	RECRUITMENT ADVERTISEMENT - PUBLIC RELATION DEPARTMENT
WBNG 12 ACTION NEWS	107116	4500243264	5/13/2009	\$ 1,015.75	RECRUITMENT ADVERTISEMENT - PUBLIC RELATION DEPARTMENT
WBRE	107186	4500244851	5/27/2009	\$ 4,300.00	RECRUITMENT ADVERTISEMENT - PUBLIC RELATION DEPARTMENT

**MANSFIELD UNIVERSITY OF PENNSYLVANIA  
COUNCIL OF TRUSTEES REPORT  
PURCHASES UNDER \$10,000  
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VENDOR NAME	VENDOR NUMBER	PO NUMBER	PO DATE	DOLLAR AMOUNT	ITEM DESCRIPTION & REMARKS
WDKC 101.5	102709	4500240261	4/20/2009	\$ 128.00	RECRUITMENT ADVERTISEMENT - PUBLIC RELATION DEPARTMENT
WDKC 101.5	102709	4500244620	5/26/2009	\$ 252.00	ADVERTISEMENT GED - CLLL
WDKC 101.5	102709	4500245597	6/2/2009	\$ 398.00	RECRUITMENT ADVERTISEMENT - PUBLIC RELATION DEPARTMENT
WENY TV NEWS CHANNEL 36	107116	4500241941	5/4/2009	\$ 603.50	RECRUITMENT ADVERTISEMENT - PUBLIC RELATION DEPARTMENT
WENY TV NEWS CHANNEL 36	107116	4500243266	5/13/2009	\$ 1,623.50	RECRUITMENT ADVERTISEMENT - PUBLIC RELATION DEPARTMENT
WETM CHANNEL 18	107114	4500241942	5/4/2009	\$ 680.00	RECRUITMENT ADVERTISEMENT - PUBLIC RELATION DEPARTMENT
WETM CHANNEL 18	107114	4500243268	5/13/2009	\$ 2,040.00	RECRUITMENT ADVERTISEMENT - PUBLIC RELATION DEPARTMENT
WHEELAND,DAMEN	107087	4500241409	4/29/2009	\$ 1,105.00	MULCH - MAINTENANCE OF GROUNDS DEPARTMENT
WHITNEYVILLE GLASS CO	102697	4500243253	5/13/2009	\$ 383.00	GLASS - BUILDING MAINTENANCE
WICZ	107174	4500243946	5/19/2009	\$ 250.00	RECRUITMENT ADVERTISEMENT - PUBLIC RELATION DEPARTMENT
WICZ	107174	4500246844	6/11/2009	\$ 500.00	RECRUITMENT ADVERTISEMENT - PUBLIC RELATION DEPARTMENT
WILD ROSE INC.	102705	4500246728	6/10/2009	\$ 760.75	TURKEY PATH MATERIALS - SPECIAL PROJECTS
WILLIAMS,LINDA	107150	4000017610	5/6/2009	\$ 337.50	HONORARIUM - CENTER FOR LIFE LONG LEARNING
WILLIAMS,LINDA	107150	4000017697	5/12/2009	\$ 675.00	HONORARIUM - CENTER FOR LIFE LONG LEARNING
WILLIAMSPORT SUN GAZETTE	101937	4500241982	5/4/2009	\$ 308.56	BID ADVERTISEMENTS - PURCHASING DEPARTMENT
WILLIAMSPORT SUN GAZETTE	101937	4500245861	6/4/2009	\$ 69.92	BID ADVERTISEMENT - PURCHASING DEPARTMENT
WILLIAMSPORT SUN-GAZETTE	102687	4500243255	5/13/2009	\$ 315.00	RECRUITMENT ADVERTISEMENT - PUBLIC RELATIONS DEPARTMENT
WILLIAMSPORT SUN-GAZETTE	102687	4500246668	6/10/2009	\$ 90.00	SUBSCRIPTION - PUBLIC RELATIONS DEPARTMENT
WLMA CONFERENCE 2009	107190	4500244973	5/28/2009	\$ 375.00	SCHOOL LIBRARY ADVERTISEMENT - SCHOOL LIBRARY
WNBT	102717	4500243142	5/13/2009	\$ 302.30	RECRUITMENT ADVERTISEMENT - MARKETING
WORLD PRES ORGN	106520	4500242456	5/7/2009	\$ 1,720.00	MEMBERSHIP - LEASERSHIP INSTITUTE
WSKG PUB TV & RADIO	102723	4500241926	5/4/2009	\$ 355.00	RECRUITMENT ADVERTISEMENT - PUBLIC RELATIONS DEPT
WSKG PUB TV & RADIO	102723	4500241939	5/4/2009	\$ 355.00	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
WSZK MEDIA	106783	4500245598	6/2/2009	\$ 1,368.00	ADVERTISEMENT - PUBLIC RELATIONS DEPT
WSZK MEDIA	106783	4500245925	6/4/2009	\$ 1,224.00	ADVERTISEMENT - PUBLIC RELATIONS DEPT
WYALUSING AREA SCHL DIST	107169	4500243649	5/18/2009	\$ 205.55	EARLY INTERVENTION PROGRAM - ADMISSIONS
WYDC BIG FOX	107116	4500241945	5/4/2009	\$ 433.50	RECRUITMENT ADVERTISING - PUBLIC RELATIONS DEPT
WYDC BIG FOX	107116	4500243265	5/13/2009	\$ 1,139.00	RECRUITMENT ADVERTISEMENT - PUBLIC RELATIONS DEPARTMENT
WYDC BIG FOX	107116	4500244856	5/27/2009	\$ 161.50	ADVERTISEMENT - PUBLIC RELATIONS
WYOU	107187	4500245823	6/4/2009	\$ 2,554.25	ADVERTISEMENT - PUBLIC RELATIONS DEPARTMENT
YAFFA CULTURAL ARTS, INC	107138	4000017527	4/28/2009	\$ 800.00	PRESENTATION - SUMMER LEADERSHIP ACADEMY
				=====	
				<b>SUB-TOTAL</b>	<b>\$ 312,847.91</b>

MANSFIELD UNIVERSITY OF PENNSYLVANIA  
 COUNCIL OF TRUSTEES REPORT  
 PURCHASES UNDER \$10,000  
 BETWEEN APRIL 16, 2009 THROUGH JUNE 15, 2009

VENDOR NAME	VENDOR NUMBER	PO NUMBER	PO DATE	DOLLAR AMOUNT	ITEM DESCRIPTION & REMARKS
=====					
USE OF VARIOUS PURCASHING CARDS BY VARIOUS DEPARTMENTS FOR PURCHASES UNDER \$10,000					
<b>APRIL</b>				\$ 438,511.37	
<b>MAY</b>				\$ 386,444.58	
				=====	
			<b>CREDIT CARD TOTAL</b>	<b>\$ 824,955.95</b>	
UNENCUMBERED PURCHASES BY VARIOUS DEPARTMENTS -					
<b>EMPLOYEE REIMBURSEMENT FOR ITEMS PURCHASED</b>				\$ 4,662.10	
<b>MISCELLANEOUS ADVERTISEMENTS</b>				\$ 9,595.70	
<b>CO-OPERATING TEACHERS STIPEND</b>				\$ 34,215.00	
<b>VOYAGER GAS CARD - FLEET VEHICLES</b>				\$ 1,376.41	
<b>EXON GAS CARDS - FLEET VEHICLES</b>				\$ 364.09	
<b>LIBRARY BOOKS &amp; SUBSCRIPTIONS</b>				\$ 21,617.46	
<b>IMMIGRATION SERVICES</b>				\$ 2,765.50	
<b>WEBINARS</b>				\$ 2,007.14	
				=====	
			<b>UNENCUMBERED TOTAL</b>	<b>\$ 76,603.40</b>	
				=====	
			<b>GRAND TOTAL</b>	<b>\$ 1,214,407.26</b>	



**Annual Physical Inspection of Facilities  
Mansfield University of Pennsylvania**

**Report to the Board of Governors**

Mansfield University's Council of Trustees conducted its annual physical inspection of the facilities on Wednesday, May 27, 2009 in accordance with the rules and regulations adopted by the Board of Governors. The inspection was held following the business meeting on the same date and was conducted by Michael L. Reid, Vice President for Finance and Administration; Benjamin Jones, Director of Facilities Management and Operations. Members of the Council of Trustees participating were:

Mr. Lewis B. Lee  
Mr. Ralph H. Meyer  
Ms. Ada Mae Saxton  
Mr. Louis Setzer  
Mr. Howard J. Smith  
Dr. Robert D. Strohecker

The following areas were specifically reviewed:

Campus interior walkway project  
Manser entrance renovation  
Grant Science remodel  
Allen Hall construction site

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Ralph H. Meyer, Chairperson  
Mansfield University of Pennsylvania  
Council of Trustees



NAME: Identity Theft Prevention Policy and Program (Red Flags Rule)

ISSUING DEPARTMENT: Human Resources

ISSUED DATE: August 1, 2009

REVIEWED DATE: July 22, 2009

APPROVING AUTHORITY: Council of Trustees, Cabinet

DATE REVISED: N/A

DEFINITION OF POLICY/PROCEDURE

To ensure compliance with the Red Flags Rule (Sections 114 and 315 of the Fair and Accurate Credit Transactions Act) a regulation of the Federal Trade Commission (FTC), intended to reduce the risk of identity theft.

PURPOSE

This policy is intended to detect, prevent, and mitigate opportunities for identity theft at Mansfield University.

SCOPE

This policy applies to all university departments that create or maintain employee or student “identifying information”.

FORMS

NONE

RESPONSIBILITY: Identity Theft Committee as listed in Article VII (A)

*Administrator/head of the Committee:*

Executive Director for Organizational Development and Employee Relations or other designee as appointed by the President of the University

*Committee Members:*

Director of Enrollment Services

Registrar

Representative from Campus Technologies

Representative from Residence Life

Controller or other designee from the Controller’s Office

PROCEDURE

Refer to Articles I – VII of the Mansfield University Identity and Theft Prevention Policy (in part) will be Policy and Program and annual guidelines as issued and reviewed by Mansfield University’s Identity Theft Committee.

DISTRIBUTION

Distributed through the web.

# Mansfield University

## Identity Theft Prevention

### Policy and Program

Effective August 1, 2009

#### **I. POLICY and PROGRAM ADOPTION**

Mansfield University (“University”) developed this Identity Theft Prevention Policy and Program (“Program”) pursuant to the Federal Trade Commission's (“FTC”) Red Flags Rule, which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. This Program was approved by Mansfield University’s Cabinet and Council of Trustees.

#### **II. DEFINITIONS AND PROGRAM REQUIREMENTS**

##### **A. Red Flags Rule Definitions Used in this Program**

1. “Identity Theft” is a “fraud committed or attempted using the identifying information of another person without authority.”

2. A “Red Flag” is a “pattern, practice, or specific activity that indicates the possible existence of Identity Theft.”

3. A “Covered Account” includes all student accounts or loans that are administered by the University.

4. “Program Administrator” is the individual designated with primary responsibility for oversight of the Program. See Section VI below.

5. “Identifying information” is “any name or number that may be used, alone or in conjunction with any other information, to identify a specific person,” including: name, address, telephone number, social security number, date of birth, government issued driver’s license or identification number, alien registration number, government passport number, employer or taxpayer identification number, student identification number, computer’s Internet Protocol address, or routing code.

##### **B. Fulfilling Requirements of the Red Flags Rule**

Under the Red Flags Rule, the University is required to establish an Identity Theft Prevention Policy and Program tailored to its size, complexity and the nature of its operation. Each program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;

3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft;  
and

4. Ensure the Program is updated periodically to reflect changes in risks to students or to the safety and soundness of the student from Identity Theft.

### **III. COVERED ACCOUNTS**

The University has identified the following types of accounts, which are covered accounts administered by the University or are administered by a service provider:

#### **A. University Covered Accounts**

1. Refund of credit balances involving Plus Loans
2. Refund of credit balances without Plus Loans
3. Deferment of Tuition Payments

#### **B. Accounts Covered by a Service Provider**

1. Perkins Loan
2. Tuition Payment Plans

### **IV. IDENTIFICATION OF RED FLAGS**

In order to identify relevant Red Flags, the University considers the types of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experiences with identity theft. The University identifies the following Red Flags in each of the listed categories:

#### **A. Notifications and Warnings from Credit Reporting Agencies**

##### **Red Flags**

1. Report of fraud accompanying a credit report;
2. Notice or report from a credit agency of a credit freeze on an applicant;
3. Notice or report from a credit agency of an active duty alert for an applicant;
4. Receipt of a notice of address discrepancy in response to a credit report request;

and

5. Indication from a credit report of activity that is inconsistent with an applicant's usual pattern or activity.

#### **B. Suspicious Documents**

##### **Red Flags**

1. Identification document or card that appears to be forged, altered or inauthentic;
2. Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
3. Other document with information that is not consistent with existing student information; and
4. Application for service that appears to have been altered or forged.

## **C. Suspicious Personal Identifying Information**

### **Red Flags**

1. Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates);
2. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a loan application);
3. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
4. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
5. Social security number presented that is the same as one given by another student;
6. An address or phone number presented that is the same as that of another person;
7. A person fails to provide complete personal identifying information on an application when reminded to do so; and
8. A person's identifying information is not consistent with the information that is on file for the student.

## **D. Suspicious Covered Account Activity or Unusual Use of Account**

### **Red Flags**

1. Change of address for an account followed by a request to change the student's name;
2. Payments stop on an otherwise consistently up-to-date account;
3. Account used in a way that is not consistent with prior use;
4. Mail sent to the student is repeatedly returned as undeliverable;
5. Notice to the University that a student is not receiving mail sent by the University;
6. Notice to the University that an account has unauthorized activity;
7. Breach in the University's computer system security; and
8. Unauthorized access to or use of student account information.

## **E. Alerts from Others**

### **Red Flag**

Notice to the University from a student, Identity Theft victim, law enforcement or other person that the University has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

## **V. DETECTING RED FLAGS**

### **A. Student Enrollment**

In order to detect any of the Red Flags identified above associated with the enrollment of a student, University personnel will take the following steps to obtain and verify the identity of the person opening the account:

1. Require certain identifying information such as name, date of birth, academic records, home address or other identification; and
2. Verify the student's identity at time of issuance of student identification card (review of driver's license or other government-issued photo identification).

## **B. Existing Accounts**

In order to detect any of the Red Flags identified above for an existing Covered Account, University personnel will take the following steps to monitor transactions on an account:

1. Verify the identification of students if they request information (in person, via telephone, via facsimile, via email);
2. Verify the validity of requests to change billing addresses by mail or email and provide the student a reasonable means of promptly reporting incorrect billing address changes; and
3. Verify changes in banking information given for billing and payment purposes.

## **C. Consumer ("Credit") Report Requests**

In order to detect any of the Red Flags identified above for an employment or volunteer position for which a credit or background report is sought, University personnel will take the following steps to assist in identifying address discrepancies:

1. Require written verification from any applicant that the address provided by the applicant is accurate at the time the request for the credit report is made to the consumer reporting agency; and
2. In the event that notice of an address discrepancy is received, verify that the credit report pertains to the applicant for whom the requested report was made and report to the consumer reporting agency an address for the applicant that the University has reasonably confirmed is accurate.

## **VI. PREVENTING AND MITIGATING IDENTITY THEFT**

In the event University personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

### **A. Prevent and Mitigate**

1. Continue to monitor a Covered Account for evidence of Identity Theft;
2. Contact the student or applicant (for which a credit report was run);
3. Change any passwords or other security devices that permit access to Covered Accounts;
4. Not open a new Covered Account;
5. Provide the student with a new student identification number;
6. Notify the Program Administrator for determination of the appropriate step(s) to take;
7. Notify law enforcement;
8. File or assist in filing a Suspicious Activities Report ("SAR"); or
9. Determine that no response is warranted under the particular circumstances.

### **B. Protect Student Identifying Information**

In order to further prevent the likelihood of Identity Theft occurring with respect to Covered Accounts, the University will take the following steps with respect to its internal operating procedures to protect student identifying information:

1. Ensure that its website is secure or provide clear notice that the website is not secure;
2. Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information;
3. Ensure that office computers with access to Covered Account information are password protected;
4. Avoid use of social security numbers;
5. Ensure computer virus protection is up to date; and
6. Require and keep only the kinds of student information that are necessary for University purposes.

## **VII. PROGRAM ADMINISTRATION**

### **A. Oversight**

Responsibility for developing, implementing and updating this Program lies with an Identity Theft Committee (“Committee”) for the University. The Committee is also responsible for developing, implementing and updating guidelines and procedures to ensure compliance with the Identity Theft Prevention Program. The Program Administrator and head of the Committee is the Executive Director for Organizational Development and Employee Relations or other employee as designated as appointed by the President of the University. The Director of Enrollment Services, Registrar, representative from Campus Technologies, representative from Residence Life, and the Controller or other designee from the Controller’s Office comprise the committee membership. The Committee will be responsible for ensuring appropriate training of University staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

### **B. Staff Training and Reports**

University staff responsible for implementing the Program shall be trained either by or under the direction of the Committee in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected. University staff shall be trained, as necessary, to effectively implement the Program. University employees are expected to notify the Committee once they become aware of an incident of Identity Theft or of the University’s failure to comply with this Program. At least annually or as otherwise requested by the Committee, University staff responsible for implementation and administration of the Program shall report to the Committee on compliance with this Program Policy. The report should address such issues as effectiveness of the policies and procedures in addressing the risk of identity theft in connection with the opening and maintenance of Covered Accounts, service provider arrangements, significant incidents involving identity theft and management’s response, and recommendations for changes to the Policy.

### **C. Service Provider Arrangements**

In the event the University engages a service provider to perform an activity in connection with one or more Covered Accounts, the University will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of Identity Theft.

1. Require, by contract, that service providers have such policies and procedures in place;
2. Require, by contract, that service providers review the University's Program and report any Red Flags to the Committee or the University employee with primary oversight of the service provider relationship; and



3. The Controller or other employee designated by the President will review the service providers' policies and procedures to ensure the policies and procedures are sufficiently adequate to detect, prevent and mitigate the risk of identity theft. In the event, the policies and procedures do not meet Mansfield University requirements, the contract will require that the policies and procedures be amended with respect to the services provided to Mansfield University.

#### **D. Non-disclosure of Specific Practices**

For the effectiveness of this Identity Theft Prevention Program, knowledge about specific Red Flag identification, detection, mitigation and prevention practices may need to be limited to the Committee who developed this Program and to those employees with a need to know them. Any documents that may have been produced or are produced in order to develop or implement this program that list or describe such specific practices and the information those documents contain are considered "confidential" and should not be shared with other Mansfield employees or the public. The Committee shall inform those employees with a need to know the information of those documents or specific practices which should be maintained in a confidential manner.

#### **E. Policy Updates**

The Committee will periodically review and update this Program Policy to reflect changes in risks to students and the soundness of the University from Identity Theft. In doing so, the Committee will consider the University's experiences with Identity Theft situations, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, and changes in the University's business arrangements with other entities. After considering these factors, the Committee will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Committee will update the Program.



**MANSFIELD UNIVERSITY**  
**COUNCIL OF TRUSTEES MEETING**

Wednesday, September 23, 2009  
2:00 p.m.

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

**A G E N D A**

**I. MEETING CALLED TO ORDER**

**II. RECORDING OF ATTENDANCE**

**III. PUBLIC COMMENTS**

**IV. APPROVAL OF MINUTES**

July 22, 2009 (Exhibit A)

**MOTION:**

**V. COMMITTEE REPORTS**

A. Academic Affairs Report (Dr. Keller)

B. Finance and Administration Report (Mr. Reid)

**MOTION** to approve \$6,658,758.32 in aggregate value for purchase orders of \$10,000 or more for the period of June 16, 2009 through August 15, 2009 as identified in Exhibit B, B1 and B2.

**MOTION** to approve \$921,988.51 in aggregate value for purchase orders of less than \$10,000 for the period of June 16, 2009 through August 15, 2009 as identified in Exhibit C, C1 and C2.

C. Human Resources Report (Ms. Carleton)

D. Student Affairs and Residence Life Report (Mr. Harrington and Mr. Colby)

E. University Advancement (President Loeschke)

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

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

Strategic Plan Implementation Report  
“Assessment” – Dr. Adam Brennan

**IX. EDUCATIONAL FEATURE**

MU Honors Program – Professor Ben Moritz

**X. REPORTS**

President Loeschke

Student Government Association

PACT

**XI. OTHER BUSINESS**

**XII. DATE OF NEXT MEETING**

The next regular meeting of the Mansfield University Council of Trustees will be held on **Wednesday, November 18, 2009 at 2:00 p.m. in the North Hall 6<sup>th</sup> Floor Community Room.**

**XIII. ADJOURNMENT**



**MANSFIELD UNIVERSITY**  
**COUNCIL OF TRUSTEES MEETING**

Wednesday, July 22, 2009  
2:00 p.m.

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

**A G E N D A**

**I. MEETING CALLED TO ORDER**

**II. OATH OF OFFICE**

**III. RECORDING OF ATTENDANCE**

**IV. PUBLIC COMMENTS**

**V. APPROVAL OF MINUTES**

May 27, 2009 (Exhibit A)

**MOTION:**

**VI. COMMITTEE REPORTS**

A. Academic Affairs Report (Dr. Timko)

B. Finance and Administration Report (Mr. Reid)

**MOTION** to approve \$357,643.64 in aggregate value for purchase orders of \$10,000 or more for the period of April 16, 2009 through June 15, 2009 as identified in Exhibit B.

**MOTION** to approve \$1,214,407.26 in aggregate value for purchase orders of less than \$10,000 for the period of April 16, 2009 through June 15, 2009 as identified in Exhibit C.

**MOTION** to approve the report of the Annual Physical Inspection of Facilities conducted on May 27, 2009 as identified in Exhibit D.

C. Human Resources Report (Ms. Carleton)

**MOTION** to approve the proposed *Mansfield University Identity Theft Prevention Policy and Program* pursuant to the Federal Trade Commission's *Red Flags Rule* as identified in Exhibit E.

D. Student Affairs Report (Mr. Harrington and Mr. Colby)

**MOTION** to approve leasing Mansfield University grounds (see attachment) for future privatized housing for resident students in accordance with the Mansfield University Student Housing Master Plan (June 2009) or approved alternatives.

E. University Advancement (President Loeschke)

**VII. OLD BUSINESS**

**VIII. NEW BUSINESS**

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

Strategic Plan Implementation Report

“Make Leadership Development Our Signature” – Mr. Dennis Heinle

**X. EDUCATIONAL FEATURE**

Outdoor Recreational Leadership – Professor Russell Dodson



**XI. REPORTS**

President Loeschke

Student Government Association

PACT

**XII. OTHER BUSINESS**

**XIII. DATE OF NEXT MEETING**

The next regular meeting of the Mansfield University Council of Trustees will be held on **Wednesday, September 23, 2009 at 2:00 p.m. in the North Hall 6<sup>th</sup> Floor Community Room.**

**XIV. ADJOURNMENT**





**MANSFIELD UNIVERSITY OF PENNSYLVANIA  
COUNCIL OF TRUSTEES REPORT  
PURCHASES OVER \$10,000  
BETWEEN JUNE 16, 2009 THROUGH JUNE 30, 2009**

VENDOR NAME =====	VENDOR NUMBER =====	ITEM DESCRIPTION =====	PO NUMBER =====	PO DATE =====	DOLLAR AMOUNT =====	REMARKS =====
D & S COMMUNICATIONS	103516	TELEPHONE EQUIPMENT	4500247952	6/18/2009	\$ 38,020.35	INFORMATION TECHNOLOGY - PASSHE CONTRACT
MAPLE MOUNTAIN EQUIPMENT	102707	JOHN DEERE TRACTOR	4500247613	6/17/2009	\$ 13,500.00	MAINTENANCE OF GROUNDS - STATE CONTRACT
BURKAVAGE DESIGN ASSOC INC	101935	DESIGN SERVICES - NORTH HALL ROOF - INSTALLING ICE SLICERS & HEAT TAPES	4500247751	6/18/2009	\$ 83,356.00	OPEN ENDED ENGINEERING - CONSTRUCTION OFFICE
HRI	102721	PATIO - OFFICIAL RESIDENCE	3900003470	6/18/2009	\$ 22,000.00	OPEN ENDED PAVING/CONCRETE - CONSTRUCTION OFFICE
HRI	102721	MANSER HANDICAPPED RAMP	3900003492	6/29/2009	\$ 264,800.00	OPEN-ENDED PAVING/CONCRETE - CONSTRUCTION OFFICE
ANTIOCH UNIVERSITY SEATTLE	106632	AUS SCHOLARSHIPS - GRANT	4500247576	6/17/2009	\$ 29,025.00	SCHOLARSHIPS - CONTROLLER'S OFFICE
PAULIEN & ASSOCIATES, INC.	103583	SPACE PLANNING UTILIZATION	4500247740	6/18/2009	\$ 110,500.00	SPACE PLANNING UTILIZATION VP FINANCE & ADMINISTRATION - PASSHE CONTRACT
PAYNE	105559	REPRINT FIRST OUT FLYERS	4500248051	6/19/2009	\$ 11,865.00	RECRUITMENT MATERIAL - ADMISSIONS DEPARTMENT
				<b>TOTAL</b>	<b>\$ 573,066.35</b>	

**MANSFIELD UNIVERSITY OF PENNSYLVANIA  
COUNCIL OF TRUSTEES REPORT  
PURCHASES OVER \$10,000  
BETWEEN JULY 1, 2009 THROUGH AUGUST 15, 2009**

VENDOR NAME =====	VENDOR NUMBER =====	ITEM DESCRIPTION =====	PO NUMBER =====	PO DATE =====	DOLLAR AMOUNT =====	REMARKS =====
BLOCKHOUSE	104786	LOFT BEDS, 4 DRAWER CHEST & PEDESTAL DESK (20 EA)	4500254870	8/12/2009	\$ 23,558.60	RESIDENCE LIFE DEPARTMENT - STATE CONTRACT
D & S COMMUNICATIONS	103516	TELEPHONES (142 EA)	4500253144	7/30/2009	\$ 16,518.00	TELECOM DEPARTMENT - PASSHE CONTRACT
FARONICS TECHNOLOGIES INC	105072	SOFTWARE - DEEP FREEZE	4500250493	7/9/2009	\$ 12,133.00	SOFTWARE - INFORMATION TECHNOLOGY DEPARTMENT SOLE SOURCE APPROVAL
HRI	102721	EMERGENCY STEAM LINE REPAIR - ALUMNI HALL	4000018339	7/10/2009	\$ 50,000.00	EMERGENCY STEAM LINE REPAIR - ALUMNI HALL - SOLE SOURCE APPROVAL
INTERNET CONSULTING SERVICES INC	105976	ATHLETIC WEB SITE	4500253543	8/3/2009	\$ 14,500.00	ATHLETIC WEB SITE - SOLE SOURCE APPROVAL - SPORTS INFORMATION DEPARTMENT
PIBH	100957	CARPETING - CEDARCREST & MAPLE HALLS	4500250086	7/6/2009	\$ 50,421.46	RESIDENCE LIFE - STATE CONTRACT
PSAC	100960	MEMBERSHIP	4500254180	8/6/2009	\$ 16,000.00	PRESIDENT'S OFFICE
SAUDER EDUCATION	107246	FURNITURE (SOFA & CHAIRS) - MAPLE HALL	4500254221	8/6/2009	\$ 10,712.00	RESIDENCE LIFE DEPARTMENT - STATE CONTRACT
				<b>TOTAL</b>	<b>\$ 193,843.06</b>	

MANSFIELD UNIVERSITY OF PENNSYLVANIA  
 COUNCIL OF TRUSTEES REPORT  
 RECURRING CONTRACTS 2009/2010 FY  
 PURCHASES OVER \$10,000

VENDOR NAME	VENDOR NUMBER	ITEM DESCRIPTION	PO NUMBER	PO DATE	DOLLAR AMOUNT	RECURRING CONTRACT REMARKS
ADIRONDACK SOLUTIONS INC	102012	SOFTWARE TECH SUPPORT - HOUSING SOFTWARE	4500232691	2/17/2009	\$ 12,175.00	RESIDENCE LIFE - PASSHE CONTRACT
AMERICAN CHEMICAL SOCIETY	103151	ELECTRONIC DATA BASE RENEWAL	4500233463	2/24/2009	\$ 11,409.00	LIBRARY ACQUISITIONS
ANNE LOUDENSLAGER	106053	GRANT CONSULTANT	4500249424	6/30/2009	12,000.00	GRANTS DEPARTMENT
BERKSHIRE SYSTEMS GROUP INC	100133	FIRE ALARM & SPRINKLER SERVICE INSPECTION/MAINTENANCE	4000016925	2/26/2009	\$ 20,334.25	ACADEMIC BUILDINGS, RESIDENCE HALLS, STUDENT UNION , & KELCHNER FITNESS CENTER
BEST WESTERN FITNESS EXPRESS	102712	FITNESS CENTER USAGE - NURSING STUDENTS ROBERT PACKER	4000017155	3/19/2009	\$ 10,880.00	KELCHNER FITNESS CENTER
CMRS - PB	102690	POSTAGE COVERAGE	4500231630	2/10/2009	\$ 168,000.00	UNIVERSITY MAILROOM
COLLEGE BOARD	102782	STUDENT SEARCH SERVICE	4500231645	2/10/2009	\$ 20,000.00	ADMISSIONS DEPARTMENT
CSR	102684	SMARTNET SERVICE	4500234359	3/2/2009	\$ 17,775.00	INFORMATION TECHNOLOGY DEPARTMENT - PASSHE CONTRACT
D & S COMMUNICATIONS	103516	MAINTENANCE SERVICE OF TELECOMMUNICATIONS	4500234371	3/2/2009	\$ 13,000.00	INFORMATION TECHNOLOGY DEPARTMENT - PASSHE CONTRACT
DATATEL	102750	STUDENT SYSTEM SERVICE	4500234921	3/6/2009	\$ 149,655.00	INFORMATION TECHNOLOGY DEPARTMENT - PASSHE CONTRACT
DISCOVER BUSINESS SERVICES	102743	CREDIT CARD PAYMENTS	4500234298	3/2/2009	\$ 12,000.00	STUDENT ACCOUNTS - PASSHE CONTRACT
EBSCO SUBSCRIPTION SERVICES	100405	ONLINE SUBSCRIPTIONS - PASSHE CONTRACT	4500233261	2/23/2009	\$ 133,930.00	LIBRARY ACQUISITIONS
EDUCATIONAL COMPUTER SYSTEMS	100411	PERKINS LOAN BILLING	4500233535	2/24/2009	\$ 20,200.00	CONTROLLER'S OFFICE & STUDENT ACCOUNTS
FRONTIER	106000	PHONE CHARGES	4500233395	2/23/2009	\$ 57,000.00	TELECOMMUNICATIONS
FRONTIER	106000	LEASE OF FACILITY	4500249647	6/30/2009	17,472.00	TELECOM DEPARTMENT
FRONTIER	106000	LONG DISTANCE SERVICE	4500249652	6/30/2009	13,000.00	TELECOM DEPARTMENT
GATLIN EDUCATION SERVICES INC	104440	ONLINE EDUCATION COURSES	4500239495	4/14/2009	\$ 10,000.00	CENTER FOR LIFE LONG LEARNING
GE BETZ, INC.	102725	CHEMICAL TREATMENT - BOILERS	4500245259	6/1/2009	29,306.00	UTILITY PLANT - SOLE SOURCE APPROVAL
GE BETZ, INC.	102725	CORRISON WATER TREATMENT - POTABLE	4500245429	6/2/2009	\$ 8,045.00	UTILITY PLANT
IBM CORP	102785	EQUIPMENT MAINTENANCE	4500234699	3/4/2009	\$ 20,000.00	INFORMATION TECHNOLOGY DEPARTMENT
IMAGE TREND INC.	106871	WEB-BASE APPLICANT TRACKING SYSTEM	4500230115	1/27/2009	\$ 33,700.00	HUMAN RESOURCES DEPARTMENT
LYRASIS	100964	OCLC RENEWAL	4500237441	3/27/2009	\$ 27,850.03	LIBRARY ACQUISITION - PASSHE CONTRACT
LYRASIS	100964	ELECTRONIC DATABASE SUBSCRIPTIONS	4500237442	3/27/2009	\$ 52,641.75	LIBRARY ACQUISITION - PASSHE CONTRACT
MAIN POOL & CHEMICAL CO	104153	WATER PLANT MATERIALS	4500235359	3/11/2009	\$ 15,000.00	UTILITY PLANT
MANSFIELD BOROUGH	102706	SEWAGE COLLECTION	4500233528	2/24/2009	\$ 168,000.00	UTILITY PLANT
MCGINLEY MAINTENANCE	102723	JANITORIAL SERVICES	4500243416	5/14/2009	447,732.00	RESIDENCE HALLS, KELCHNER FITNESS CENTER & STUDENT UNION
NATIONAL ARCHIVE PUBLISHING CO	104332	SUBSCRIPTIONS - MICROFILM	4500234310	3/2/2009	\$ 12,775.00	LIBRARY ACQUISITIONS
OTIS ELEVATOR CO	106828	ELEVATOR MAINTENANCE	4500234730	3/4/2009	\$ 65,769.60	ACADEMIC BUILDING, RESIDENCE HALLS, KELCHNER FITNESS CENTER & STUDENT UNION
PARENTE RANDOLPH, LLC	101780	AUDITORS	4500231742	2/10/2009	\$ 51,762.00	BUDGET OFFICE - PASSHE CONTRACT
PENELEC	100985	ELECTRIC ENCUMBRANCE	4500232747	2/18/2009	\$ 1,003,000.00	UTILITY PLANT & RESIDENCE LIFE DEPARTMENTS

MANSFIELD UNIVERSITY OF PENNSYLVANIA  
 COUNCIL OF TRUSTEES REPORT  
 RECURRING CONTRACTS 2009/2010 FY  
 PURCHASES OVER \$10,000

VENDOR NAME	VENDOR NUMBER	ITEM DESCRIPTION	PO NUMBER	PO DATE	DOLLAR AMOUNT	RECURRING CONTRACT REMARKS
PITNEY BOWES INC	102729	MAIL MACHINE LEASE	4500231665	2/10/2009	\$ 11,796.00	UNIVERSITY MAILROOM
POSTMASTER MANSFIELD	102690	POSTAGE ENCUMBRANCE	4500232902	2/19/2009	\$ 55,000.00	UNIVERSITY MAILROOM
RICHARD DOUTY	102699	PEST CONTROL SERVICE	4000016694	2/16/2009	\$ 10,560.00	CUSTODIAL DEPARTMENT
SODEXO		FOOD SERVICE CONTRACT	MU-FS/2009		\$ 2,800,000.00	ASSOCIATE VP RESIDENCE LIFE
SPSS, INC.	101201	SOFTWARE LICENSE RENEWAL	4500234890	3/6/2009	\$ 18,275.00	INFORMATION TECHNOLOGY DEPARTMENT
TELCOVE OF PENNSYLVANIA, LLC	103283	LEVEL 3 - BANDWIDTH	4500233135	2/20/2009	\$ 73,000.00	SYSTEM NETWORK - INFORMATION TECHNOLOGY DEPARTMENT - PASSHE CONTRACT
UGI CENTRAL PENN GAS	106840	NATURAL GAS ENCUMBRANCE	4500233347	2/23/2009	\$ 182,822.00	UTILITY PLANT - PASSHE CONTRACT
VERIZON WIRELESS	102683	CELL PHONES - ATHLETICS DEPARTMENT	4500233402	2/23/2009	\$ 15,174.78	ATHLETICS DEPARTMENT
VERIZON WIRELESS	102683	CELL PHONES - INFORMATION TECHNOLOGY DEPARTMENT	4500233122	2/20/2009	\$ 17,000.00	INFORMATION TECHNOLOGY DEPARTMENT
WERT BOOKBINDING INC	101373	BOOKBINDING	4500233137	2/20/2009	\$ 10,260.00	LIBRARY CATALOGING - PASSHE CONTRACT
WILLIAMS OIL & PROPANE	102714	UNLEADED REGULAR GASOLINE - 35,000 GALLONS	4500235360	3/11/2009	\$ 49,549.50	GASOLINE PURCHASE - MAINTENANCE OF GARAGE
WILLIAMS,MARK	102692	PIANO TUNING	4000017087	3/12/2009	\$ 14,000.00	MUSIC DEPARTMENT
				<b>TOTAL</b>	\$ 5,891,848.91	

**MANSFIELD UNIVERSITY OF PENNSYLVANIA  
COUNCIL OF TRUSTEES REPORT  
PURCHASES UNDER \$10,000  
BETWEEN JUNE 16, 2009 THROUGH JUNE 30, 2009**

VENDOR NAME	VENDOR NUMBER	PO NUMBER	PO DATE	DOLLAR AMOUNT	ITEM DESCRIPTION & REMARKS
=====	=====	=====	=====	=====	=====
ANIXTER	102081	4500247953	6/18/2009	\$ 753.22	TELECOM MATERIALS - INFORMATION TECHNOLOGY DEPARTMENT
BEAGLE MEDIA. LLC	104563	4500249205	6/29/2009	\$ 100.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
BROOKS PETROLEUM	103708	4500247571	6/17/2009	\$ 172.50	TANK INSPECTION - MAINTENANCE OF VEHICLES
CAAP	107217	4500247710	6/17/2009	\$ 1,350.00	EDUCATIONAL MATERIAL - SOCIAL WORK/SOCIOLOGY DEPARTMENT
CAMPUS BOOKSTORE CCSI	102708	4500247709	6/17/2009	\$ 31.60	MISCELLANEOUS PURCHASES FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CAMPUS BOOKSTORE CCSI	102708	4500249423	6/30/2009	\$ 1,394.19	MISCELLANEOUS PURCHASES FROM BOOKSTORE BY VARIOUS DEPARTMENTS
CLEAR CHANNEL BROADCASTING INC	106004	4500249206	6/29/2009	\$ 3,591.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
CLEAR CHANNEL COMMUNICATIONS	100255	4500249207	6/29/2009	\$ 3,990.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
COLLEGE BOARD SAT PROGRAM	100263	4500248673	6/24/2009	\$ 500.00	RECRUITMENT MATERIAL - ADMISSIONS DEPARTMENT
COLONIAL RADIO GROUP	107138	4500247619	6/17/2009	\$ 300.00	RECRUITMENT ADVERTISEMENT - PUBLIC RELATIONS DEPARTMENT
COYLE, DENNIS	107237	4500249265	6/29/2009	\$ 540.00	T-SHIRTS FOR LEADERSHIP ACADEMY - CENTER FOR LIFE LONG LEARNING
COYLE, DENNIS	107237	4500249340	6/29/2009	\$ 784.00	T-SHIRTS FOR GIFTED CAMP - CENTER FOR LIFE LONG LEARNING
DEIHL VAULT AND PRECAST CO	103211	4500249453	6/30/2009	\$ 9,460.29	EMERGENCY STEAM LINE MATERIALS - UTILITY PLANT (SOLE SOURCE APPROVAL)
DELL MARKETING L.P.	100350	4500247966	6/19/2009	\$ 622.08	LASER PRINTER (3 EA) - INFORMATION TECHNOLOGY DEPARTMENT
ELIZABETHTOWN COLLEGE	107224	4500248181	6/22/2009	\$ 500.00	MANSFIELD SHARE FOR SPEAKER - EQUITY DEPARTMENT
EQUINOX BROADCAST CORP	106693	4500249209	6/29/2009	\$ 4,320.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
FISHER SCIENTIFIC COMPANY	101610	4500248142	6/22/2009	\$ 1,496.48	EDUCATIONAL SUPPLIES - BIOLOGY DEPARTMENT
FRIENDS OF NASP	107226	4500247870	6/18/2009	\$ 388.95	T-SHIRTS FOR TRIO - TRIO GRANT
GOPHER SPORT	100520	4500248484	6/23/2009	\$ 603.15	EDUCATIONAL MATERIAL - RESIDENCE LIFE DEPARTMENT
HORWITZ PAPER & PCKG CO INC	102724	4500247959	6/18/2009	\$ 1,165.00	HOUSEKEEPING SUPPLIES - LIBRARY
HUFFMAN'S OFFICE SUPPLY	101940	4500247573	6/17/2009	\$ 110.76	FURNITURE - HUMAN RESOURCES DEPARTMENT
HUNSBERGER OFFICE SUPPLY	102720	4500248908	6/25/2009	\$ 495.99	OFFICE SUPPLIES - SCHOOL LIBRARY PROGRAM
I D BOOTH INC	102704	4500247568	6/17/2009	\$ 671.93	EMERGENCY STEAM LINE REPAIR - ALUMNI HALL - UTILITY PLANT DEPARTMENT- SOLE SOURCE APPROVAL
INSUL TEK	106689	4500248560	6/24/2009	\$ 5,400.00	ALUMNI EMERGENCY STEAM LINE REPAIR - UTILITY PLANT DEPARTMENT
J. R. JUDD VIOLINS	103734	4500247579	6/17/2009	\$ 1,950.00	VIOLA 15" (2 EA) & VIOLA 16" (3 EA) - MUSIC DEPARTMENT
J. W. PEPPER & SON, INC.	100632	4500247569	6/17/2009	\$ 35.69	MUSICAL SCORES - MUSIC DEPARTMENT
J. W. PEPPER & SON, INC.	100632	4500248488	6/23/2009	\$ 40.30	MUSICAL SCORES - MUSIC DEPARTMENT
J. W. PEPPER & SON, INC.	100632	4500248489	6/23/2009	\$ 67.99	MUSICAL SCORES - MUSIC DEPARTMENT
J. W. PEPPER & SON, INC.	100632	4500248491	6/23/2009	\$ 149.90	MUSICAL SCORES - MUSIC DEPARTMENT



**MANSFIELD UNIVERSITY OF PENNSYLVANIA  
COUNCIL OF TRUSTEES REPORT  
PURCHASES UNDER \$10,000  
BETWEEN JUNE 16, 2009 THROUGH JUNE 30, 2009**

VENDOR NAME =====	VENDOR NUMBER =====	PO NUMBER =====	PO DATE =====	DOLLAR AMOUNT =====	ITEM DESCRIPTION & REMARKS =====
JERRYS SPORT CENTER INC	102751	4500247708	6/17/2009	\$ 2,358.00	AMMUNITION - MUNICIPAL POLICE TRAINING
K-LOG EDUC DIV INC	102803	4500247964	6/19/2009	\$ 652.40	EXECUTIVE HIGH BACK CHAIR - INFORMATION TECHNOLOGY DEPARTMENT
KUHLS FLOWERS	102707	4500247570	6/17/2009	\$ 90.00	COMMENCEMENT MATERIAL - PROVOST OFFICE
LAMAR TEXAS LIMITED PARTNERSHIP	102655	4500248384	6/23/2009	\$ 500.00	ADVERTISEMENT - PUBLIC RELATIONS DEPARTMENT
LENOVO DIRECT	105153	4500247566	6/17/2009	\$ 1,907.46	COMPUTERS (2 EA) - INFORMATION TECHNOLOGY DEPARTMENT - PASSHE CONTRACT
M.R. NYREN COMPANY	101935	4500247580	6/17/2009	\$ 1,834.00	SHOWER CURTAINS (DORMS) - RESIDENCE LIFE DEPARTMENT
MANSFIELD HIGH SCHOOL	102708	4500247621	6/17/2009	\$ 125.00	RECRUITMENT ADVERTISEMENT - PUBLIC RELATIONS DEPARTMENT
MILLER NET COMPANY, INC.	106801	4500247955	6/18/2009	\$ 1,975.00	EDUCATIONAL SUPPLIES - FISHERIES DEPARTMENT
MORRIER HOTEL LLC	107225	4000018103	6/18/2009	\$ 600.00	WLMA CONFERENCE - BUILDING LEADERS GRANT
NATL ORIENTATION DIR ASSN	107219	4500247577	6/17/2009	\$ 100.00	RECRUITMENT - ADMISSIONS OFFICE
PHOENIX RADIO GROUP	107151	4500249211	6/29/2009	\$ 2,500.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
PIBH	100957	4500247575	6/17/2009	\$ 1,387.90	PRESSBOX CARPETING - PHYSICAL PLANT - STATE CONTRACT
PROJECT ADVENTURE	103225	4500249398	6/29/2009	\$ 683.65	EDUCATIONAL MATERIAL - RESIDENCE LIFE DEPARTMENT
ROBERT M. SIDES	101935	4500247574	6/17/2009	\$ 8,242.00	BOSTON UPRIGHT PIANO - MUSIC DEPARTMENT
STEVEN JOHNSTON	106351	4500248903	6/25/2009	\$ 330.00	EDUCATIONAL SUPPLIES - MUSIC DEPARTMENT
SUSQUEHANNA LIBRARY COOP	102745	4500249686	6/30/2009	\$ 100.00	MEMBERSHIP DUES - LIBRARY PUBLIC SERVICE
TIOGA COUNTY HUMAN SERVICES AGENCY	102717	4500247876	6/18/2009	\$ 325.00	FACILITY USAGE - BRIDGE PROGRAM
TIOGA PUBLISHING COMPANY	102717	4500247572	6/17/2009	\$ 39.50	ADVERTISEMENT COT MEETING - COUNCIL OF TRUSTEES
UPSTATE GRAPHIC REPAIRS INC	102725	4000018198	6/26/2009	\$ 85.00	EQUIPMENT REPAIRS - PRINT SHOP
UPSTATE GRAPHIC REPAIRS INC	102725	4500248985	6/26/2009	\$ 272.50	EQUIPMENT REPAIRS - PRINT SHOP
WDKC 101.5	102709	4500249208	6/29/2009	\$ 600.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WILD ROSE INC.	102705	4500248381	6/23/2009	\$ 313.25	CEMENT FOR TURKEY PATH SIDEWALK - SPECIAL PROJECTS
WILD ROSE INC.	102705	4500249347	6/29/2009	\$ 425.13	CEMENT FOR TURKEY PATH SIDEWALK - SPECIAL PROJECTS
WLVY/WELM	102704	4500247620	6/17/2009	\$ 200.00	RECRUITMENT ADVERTISEMENT - PUBLIC RELATIONS DEPARTMENT
WNBT	102717	4500247567	6/17/2009	\$ 498.65	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WNBT	102717	4500249210	6/29/2009	\$ 600.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT
WSZK MEDIA	106783	4500248955	6/25/2009	\$ 1,224.00	RECRUITMENT ADVERTISEMENTS - PUBLIC RELATIONS DEPARTMENT

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 PURCHASES UNDER \$10,000  
 BETWEEN JUNE 16, 2009 THROUGH JUNE 30, 2009

VENDOR NAME =====	VENDOR NUMBER =====	PO NUMBER =====	PO DATE =====	DOLLAR AMOUNT =====	ITEM DESCRIPTION & REMARKS =====
WVIA - TV/FM	102117	4500247578	6/17/2009	\$ 4,840.00	RECRUITMENT - ADMISSIONS OFFICE
YOUNG PRESIDENTS ORGANIZATION	106319	4500247752	6/18/2009	\$ 1,000.00	MEMBERSHIP DUES - LEADERSHIP INSTITUTE
			<b>SUB-TOTAL</b>	<b>74,793.46</b>	
USE OF VARIOUS PURCHASING CARDS BY VARIOUS DEPARTMENTS FOR PURCHASES UNDER \$10,000					
JUNE				\$ 153,360.40	
				<b>CREDIT CARD TOTAL</b>	<b>\$ 153,360.40</b>
UN-ENCUMBERED PURCHASES BY VARIOUS DEPARTMENTS -					
<b>EMPLOYEE REIMBURSEMENTS FOR ITEMS PURCHASED</b>				\$ 2,327.48	
<b>MISCELLANEOUS ADVERTISEMENTS</b>				\$ 5,930.84	
<b>LIBRARY BOOKS &amp; SUBSCRIPTIONS</b>				\$ 1,853.86	
<b>VOYAGER GAS CARDS (FLEET VEHICLES)</b>				\$ 659.36	
<b>EXON GAS CARDS (FLEET VEHICLES)</b>				\$ 118.55	
				<b>UN-ENCUMBERED TOTAL</b>	<b>\$ 10,890.09</b>
				<b>GRAND TOTAL</b>	<b>\$ 239,043.95</b>

**MANSFIELD UNIVERSITY OF PENNSYLVANIA  
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PURCHASES UNDER \$10,000  
BETWEEN JULY 1, 2009 THROUGH AUGUST 15, 2009**

VENDOR NAME =====	VENDOR NUMBER =====	PO NUMBER =====	PO DATE =====	DOLLAR AMOUNT =====	ITEM DESCRIPTION & REMARKS =====
AASCU	100008	4500253358	7/31/2009	\$ 5,900.00	MEMBERSHIP - PRESIDENT'S OFFICE
AAUW	107155	4500252731	7/28/2009	\$ 175.00	MEMBERSHIP - PROVOST OFFICE
AMERICAN HISTORICAL ASSOCIATION	100059	4500253364	7/31/2009	\$ 208.00	MEMBERSHIP - HISTORY & POLITICAL SCIENCE
AMERICAN POLITICAL SCIENCE ASSN	100063	4500253365	7/31/2009	\$ 205.00	MEMBERSHIP - HISTORY & POLITICAL SCIENCE
ANIXTER	102081	4500253354	7/31/2009	\$ 2,050.63	NETWORKING MATERIAL - INFORMATION TECHNOLOGY DEPARTMENT
ASSOCIATED CONTROLS, INC.	100098	4500250271	7/8/2009	\$ 368.56	UTILITY MATERIAL - BUILDING MAINTENANCE
BENEDICTS BUS SERVICE	102718	4000018091	6/17/2009	\$ 500.00	BUS RENTAL FOR BRIDGE PROGRAM - BRIDGE PROGRAM GRANT
BLOCKHOUSE	104786	4500254216	8/6/2009	\$ 6,076.00	FURNITURE (CHEST - 14 EA) - RESIDENCE HALLS - STATE CONTRACT
BLOCKHOUSE	104786	4500254222	8/6/2009	\$ 6,686.50	RESIDENCE HALLS FURNITURE - RESIDENCE LIFE OFFICE - STATE CONTRACT
BLOCKHOUSE	104786	4500254244	8/6/2009	\$ 3,472.00	RESIDENCE HALLS FURNITURE - RESIDENCE LIFE OFFICE - STATE CONTRACT
BUTTER KRUST BAKERY CO., INC.	104501	4500251702	7/17/2009	\$ 69.00	ITEMS FOR BASEBALL TOURNAMENT - BASEBALL OFFICE
BUTTER KRUST BAKERY CO., INC.	104501	4500254747	8/12/2009	\$ 41.40	ITEMS FOR BASEBALL TOURNAMENT - BASEBALL OFFICE
CAMPUS BOOKSTORE CCSI	102708	4500255046	8/13/2009	\$ 12.88	MISCELLANEOUS ITEMS PURCHASE FROM BOOKSTORE BY VARIOUS DEPARTMENT
CASE	102536	4500252271	7/22/2009	\$ 115.00	MEMBERSHIP - ALUMNI RELATIONS DEPARTMENT
CASE	102536	4500254365	8/7/2009	\$ 1,625.00	MEMBERSHIP - ALUMNI RELATIONS DEPARTMENT
CCSI	101962	4500254211	8/6/2009	\$ 10.00	INTERNATIONAL STUDENTS ID CARDS
CHEA	106057	4500253357	7/31/2009	\$ 501.00	MEMBERSHIP - PRESIDENT'S OFFICE
CHERYL B EDGCOMB	103635	4500253361	7/31/2009	\$ 180.00	STAMP/CAMP SUPPLIES - CENTER FOR LIFE LONG LEARNING
COMMISSION FOR THE UNIVERSITIES	100274	4500253360	7/31/2009	\$ 1,000.00	MEMBERSHIP - PRESIDENT'S OFFICE
CONSOLIDATED GRAPHIC COMMUNICATIONS	102089	4500253429	7/31/2009	\$ 5,059.76	MANSFIELDIAN PRINTING - PUBLIC RELATIONS DEPARTMENT
CORRECTIONAL INDUSTRIES	100182	4500251654	7/17/2009	\$ 2,950.00	MATTRESSES (20 EA) - RESIDENCE HALLS - STATE CONTRACT
COUNCIL ON SOCIAL WORK EDUCATION	102729	4500253363	7/31/2009	\$ 195.00	MEMBERSHIP - SOCIAL WORK
COUNCIL ON SOCIAL WORK EDUCATION	102729	4500253366	7/31/2009	\$ 2,003.55	MEMBERSHIP - SOCIAL WORK
COYLE, DENNIS	107237	4500252272	7/22/2009	\$ 12.00	CAMP T-SHIRTS - CENTER FOR LIFE LONG LEARNING
COYLE, DENNIS	107237	4500254182	8/6/2009	\$ 160.00	CAMP T-SHIRTS - CENTER FOR LIFE LONG LEARNING
CUPA-HR	100317	4500252397	7/24/2009	\$ 1,470.00	MEMBERSHIP - HUMAN RESOURCES DEPARTMENT
DAVID CUMMINGS	103367	4500253362	7/31/2009	\$ 7.50	OUTSTANDING SENIOR PLATE - COMMENCEMENT
DEIHL VAULT AND PRECAST CO	103211	4500254224	8/6/2009	\$ 1,365.00	EMERGENCY REPAIR TO ALUMNI STEAM LINE - UTILITY PLANT - SOLE SOURCE APPROVAL
DELL MARKETING L.P.	100350	4500253355	7/31/2009	\$ 708.60	EXTENDED SERVICE ON DELL SERVERS - INFORMATION TECHNOLOGY DEPARTMENT

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VENDOR NAME =====	VENDOR NUMBER =====	PO NUMBER =====	PO DATE =====	DOLLAR AMOUNT =====	ITEM DESCRIPTION & REMARKS =====
EDUCATIONAL TESTING SERVICE	104349	4500252560	7/27/2009	\$ 39.50	RECRUITMENT MATERIAL - ADMISSIONS OFFICE
FEDERAL EXPRESS CORP	102711	4500255051	8/13/2009	\$ 296.99	RECRUITMENT MAILINGS - ADMISSIONS OFFICE
GANNETT CENTRAL NY NEWSPAPERS	103180	4500254556	8/10/2009	\$ 86.90	BID ADVERTISEMENTS - PURCHASING DEPARTMENT
GANNETT CENTRAL NY NEWSPAPERS	103180	4500250272	7/8/2009	\$ 180.00	ADVERTISEMENT - YOUTH MUSIC CAMP
GRANT LOGGING	107259	4500250535	7/9/2009	\$ 1,850.00	CUT & DELIVERY OF POLES FOR THE CROOKED CREEK PROJECT (IVES RUN) - GEOLOGY DEPARTMENT - GRANT PROJECT
GRAYBAR	100528	4500250673	7/10/2009	\$ 3,375.00	REPAIR PARTS - INFORMATION TECHNOLOGY DEPARTMENT
HARDWARE SPECIALTIES	102747	4500254218	8/6/2009	\$ 6,394.00	ADA HARDWARE (LAUREL A LOBBY) - BUILDING MAINTENANCE DEPARTMENT
HIGHEREDJOBS.COM	100571	4500251237	7/15/2009	\$ 1,895.00	SUBSCRIPTION - HUMAN RESOURCE DEPARTMENT
HILLYARD INC	107261	4500250847	7/13/2009	\$ 2,779.89	GYM FLOOR FINISH - DECKER GYMNASIUM
HOOVER HARDWARE	107259	4500250536	7/9/2009	\$ 632.00	REBAR - CROOKED CREEK PROJECT - GEOLOGY DEPT - GRANT
HUFFMAN'S OFFICE SUPPLY	101940	4500254551	8/10/2009	\$ 379.98	TONER - PROVOST OFFICE
INTECOM USERS GROUP ASSOC	107263	4500251181	7/15/2009	\$ 250.00	MEMBERSHIP - TELECOMMUNICATIONS
INTERNATIONAL STUDENT EXCHANGE PROG	100628	4500252270	7/22/2009	\$ 3,050.00	MEMBERSHIP - EDUCATION DEPARTMENT
ISLMA	107181	4500254251	8/7/2009	\$ 500.00	RECRUITMENT ADVERTISEMENT - SCHOOL LIBRARY PROGRAM
JASON GILE	107291	4000018516	7/30/2009	\$ 2,500.00	MAPLE CANOPY PAINTING - RESIDENCE LIFE OFFICE - BID
JILL D. CROSS	102694	4500254253	8/7/2009	\$ 170.50	RC STONE - MAINTENANCE DEPARTMENT
JILL D. CROSS	102694	4500250537	7/9/2009	\$ 6,460.00	RIP RAP - R 6 24" - CROOKED CREEK PROJECT - GEOLOGY DEPT - GRANT
JOHNSON MACHINE & PRODUCTION INC.	106228	4500254174	8/6/2009	\$ 45.00	GRANT EXHAUST FAN - BUILDING MAINTENANCE DEPARTMENT
JOHNSON MACHINE & PRODUCTION INC.	106228	4500251842	7/20/2009	\$ 428.00	SHAFT (STRAUGHN AUDITORIUM) - BUILDING MAINTENANCE DEPARTMENT
LEADER	102701	4500252728	7/28/2009	\$ 16.70	BID ADVERTISEMENTS - PURCHASING DEPARTMENT
LEADER	102701	4500254212	8/6/2009	\$ 29.30	BID ADVERTISEMENTS - PURCHASING DEPARTMENT
LEADER	102701	4500251865	7/20/2009	\$ 29.35	BID ADVERTISEMENTS - PURCHASING DEPARTMENT
LUBRICATION ENGINEERS	107269	4500251385	7/16/2009	\$ 979.71	DRUM OIL - BUILDING MAINTENANCE
MAIN POOL & CHEMICAL CO	104153	4500251196	7/15/2009	\$ 862.50	CHEMICALS - UTILITY PLANT
MANSFIELD FIRE DEPT	102710	4500247956	6/18/2009	\$ 320.00	FACILITY USAGE - SUMMER LEADERSHIP ACADEMY
MANSFIELD HOSE CO AUX	106583	4000018112	6/18/2009	\$ 3,375.00	CATERING SERVICE FOR BANQUET - LEDERSHIP GRANT - CENTER FOR LIFE LONG LEARNING
MARK PASSMORE	102723	4500254597	8/11/2009	\$ 650.00	AD REVISION - IMLS BUILDING LEADERS
MASL	107292	4500254596	8/11/2009	\$ 450.00	BOOTH RENTAL - SCHOOL LBIRARY PROGRAM

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VENDOR NAME =====	VENDOR NUMBER =====	PO NUMBER =====	PO DATE =====	DOLLAR AMOUNT =====	ITEM DESCRIPTION & REMARKS =====
MEIER SUPPLY INC.	104495	4500252559	7/27/2009	\$ 672.00	REFRIGERANT GAS (GRANT SCIENCE) - UTILITY PLANT
MEIER SUPPLY INC.	104495	4500253529	8/3/2009	\$ 938.50	COMPRESSOR - UTILITY PLANT
MIDDLE STATES ASSOCIATION OF	100846	4500250488	7/8/2009	\$ 8,781.00	MEMBERSHIP - PROVOST OFFICE
MULTI MEDIA SERVICES	102744	4500253530	8/3/2009	\$ 684.20	LETTERHEAD PRINTING - PRINT SHOP
NACAC	106699	4500251011	7/13/2009	\$ 150.00	MEMBERSHIP - ADMISSIONS DEPARTMENT
NACUBO	101957	4500254179	8/6/2009	\$ 3,274.00	MEMBERSHIP - VP FINANCE & ADMINISTRATION
NASFAA	100884	4500252396	7/24/2009	\$ 1,314.00	MEMBERSHIP - FINANCIAL AID DEPARTMENT
NATIONAL MINORITY UPDATE	102731	4500251943	7/20/2009	\$ 396.00	RECRUITMENT ADVERTISEMENT - PUBLIC RELATIONS DEPARTMENT
NATIONAL WRITING PROJECT	103975	4500251541	7/17/2009	\$ 500.00	MEMBERSHIP - NATIONAL WRITING PROJECT GRANT
NCATE	100904	4500254364	8/7/2009	\$ 2,590.00	MEMBERSHIP - PROVOST OFFICE
NJASL	105851	4500254599	8/11/2009	\$ 510.00	BOOTH RENTAL - IMLS BUILDING LEADERS
NORTHEAST MOBILE SHREDDING LLC	104122	4500252331	7/23/2009	\$ 143.00	SHREDDING BY VARIOUS DEPARTMENTS ON CAMPUS
NUVENTIVE LLC	101544	4000018141	6/22/2009	\$ 8,000.00	FACULTY TRAINING - ASSESSMENT - PROVOST OFFICE
NY CITY DEPT OF EDUC - NYCSSL	107292	4500254252	8/7/2009	\$ 25.00	RECRUITMENT ADVERTISEMENT - IMLS BUILDING LEADERS
NYSSMA SCHOOL MUSIC NEWS	103764	4500254550	8/10/2009	\$ 600.00	BOOTH RENTAL & MEMBERSHIP - MUSIC DEPARTMENT
PA DEANS OF EDUCATION FORUM	103684	4500254363	8/7/2009	\$ 125.00	MEMBERSHIP - PROVOST OFFICE
PAC INDUSTRIES INC.	101959	4500254549	8/10/2009	\$ 26.44	REPAIRS PARTS LAUNDRY EQUIPMENT - DECKER GYM
PACT	100955	4500255044	8/13/2009	\$ 3,500.00	MEMBERSHIPS - PRESIDENTS OFFICE
PALCI	106651	4500251944	7/20/2009	\$ 1,000.00	RAPID ILL MAINTENANCE FEES - INFORMATION RESOURCES DEPARTMENT
PALS SPORTS CTR	102703	4500254595	8/11/2009	\$ 415.00	T-SHIRTS - BASEBALL CAMP
PEARSON NCS EDUCATION	102804	4500254745	8/12/2009	\$ 89.00	MEMBERSHIP - COUNSELING DEPARTMENT
PENNY SAVER INC	102709	4500254746	8/12/2009	\$ 48.75	ADVERTISEMENT - BASEBALL CAMP
PENNY SAVER INC	102709	4500254367	8/7/2009	\$ 130.00	ADVERTISEMENT - SOCCER CAMP
PENNY SAVER INC	102709	4500254215	8/6/2009	\$ 142.90	BID ADVERTISEMENTS - PURCHASING DEPARTMENT
PHENSA, INC.	101003	4500253143	7/30/2009	\$ 380.00	MEMBERSHIP - HEALTH SCIENCES DEPARTMENT
PIBH	100957	4500251651	7/17/2009	\$ 287.40	SUNSCREEN SHADES - RESIDENCE LIFE DEPARTMENT - STATE CONTRACT
PROGRESSIVE PIPELINE MGMT LLC	107255	4000018301	7/8/2009	\$ 8,420.00	CLEANING OF SEWER LINE - CLINTON & DOANE - UTILITY PLANT

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PURCHASES UNDER \$10,000  
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VENDOR NAME =====	VENDOR NUMBER =====	PO NUMBER =====	PO DATE =====	DOLLAR AMOUNT =====	ITEM DESCRIPTION & REMARKS =====
PROVISIONS MODULAR HARDWARE	102724	4500253356	7/31/2009	\$ 5,946.48	NETWORKING MATERIAL - INFORMATION TECHNOLOGY DEPARTMENT
PUMP & PANTRY	106712	4500254944	8/13/2009	\$ 131.67	FOOD - BASEBALL TOURNAMENT
QUALITY WELDING	105845	4500254175	8/6/2009	\$ 1,128.45	WELDING MATERIAL - UTILITY PLANT
REED HANN LITHO COMPANY	101080	4500254178	8/6/2009	\$ 485.00	RECRUITMENT MATERIAL - PUBLIC RELATIONS DEPARTMENT
ROBERT M. SIDES	101935	4500250274	7/8/2009	\$ 42.50	EDUCATIONAL SUPPLY - BUTLER CENTER
RYDIN DECAL	105928	4500250852	7/13/2009	\$ 1,255.17	PARKING DECALS - UNIVERSITY POLICE DEPARTMENT
SMITH,LANE	107059	4500254947	8/13/2009	\$ 822.28	PEDESTRAIN WALKWAY RAILING - CONSTRUCTION OFFICE
SPLUNK INC.	107278	4500252203	7/22/2009	\$ 8,100.00	SOFTWARE - INFORMATION TECHNOLOGY DEPARTMENT - SOLE SOURCE APPROVAL
STACEY CALKINS	102696	4500251705	7/17/2009	\$ 472.00	SHIRTS - RESIDENCE LIFE DEPARTMENT
STACEY CALKINS	102696	4500253405	7/31/2009	\$ 488.00	T-SHIRTS - EDUCATION DEPARTMENT
STACEY CALKINS	102696	4500251958	7/20/2009	\$ 576.14	EDUCATIONAL MATERIALS - EDUCATION DEPARTMENT
STEVEN JOHNSTON	106351	4500254366	8/7/2009	\$ 90.00	T-SHIRTS - SOCCER CAMP
STEVEN JOHNSTON	106351	4500254209	8/6/2009	\$ 130.00	PLAQUES - ERIE MEADVILLE GRANT
STEVEN JOHNSTON	106351	4500250948	7/13/2009	\$ 148.50	T-SHIRTS - TENNIS CAMP
STEVEN JOHNSTON	106351	4500251644	7/17/2009	\$ 200.00	POLO SHIRTS - SOCCER CAMP
STEVEN JOHNSTON	106351	4500253367	7/31/2009	\$ 479.50	T-SHIRTS - MUSIC CAMP
STEVEN JOHNSTON	106351	4500254176	8/6/2009	\$ 495.00	T-SHIRTS - MUSIC CAMP
STEVEN JOHNSTON	106351	4500253280	7/30/2009	\$ 760.00	T-SHIRTS - SOCCER CAMP
SUN GAZETTE	102722	4500254565	8/10/2009	\$ 262.96	BID ADVERTISEMENTS - PURCHASING DEPARTMENT
SUPERIOR BUSINESS SOLUTIONS	101235	4500254945	8/13/2009	\$ 92.19	REPRINT CHECKS - ACCOUNTS PAYABLE DEPARTMENT
TIOGA COUNTY DEVELOPMENT CORP	103139	4500251083	7/14/2009	\$ 50.00	MEMBERSHIP - CENTER FOR LIFE LONG LEARNING
TIOGA COUNTY DEVELOPMENT CORP	103139	4500253359	7/31/2009	\$ 100.00	MEMBERSHIP - PRESIDENT'S OFFICE
TIOGA OFFICE PRODUCTS	102716	4500254362	8/7/2009	\$ 75.00	OFFICE SUPPLIES - PROVOST OFFICE
TIOGA PUBLISHING COMPANY	102717	4500255042	8/13/2009	\$ 39.50	COT ADVERTISEMENT - PRESIDENT'S OFFICE
TIOGA PUBLISHING COMPANY	102717	4500254372	8/7/2009	\$ 170.50	BID ADVERTISEMENTS - PURCHASING DEPARTMENT
TRAPUZZANO	101938	4500255045	8/13/2009	\$ 565.00	UNIFORMS - UNIVERSITY POLICE DEPARTMENT
TRI-DIM FILTER CORP	101305	4500250106	7/7/2009	\$ 752.85	DECKER BUILDING FILTERS - BUILDING MAINTENANCE
UNIVERSITY MUSIC SERVICE	104465	4500254183	8/6/2009	\$ 994.96	MUSICAL SCORES - MUSIC DEPARTTMENT
VERIFICATIONS INC.	107304	4000018648	8/11/2009	\$ 9,000.00	BACKGROUND CHECKS - HUMAN RESOURCES DEPARTMENT - SOLE SOURCE APPROVAL
WADE SPENCER	102698	4000018241	7/1/2009	\$ 3,000.00	RECORDING/PRODUCTION OF CD'S - CONCERT CHOIR (HOLIDAY) - PUBLIC RELATIONS DEPARTMENT

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 PURCHASES UNDER \$10,000  
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VENDOR NAME =====	VENDOR NUMBER =====	PO NUMBER =====	PO DATE =====	DOLLAR AMOUNT =====	ITEM DESCRIPTION & REMARKS =====
WASHINGTON LIBRARY MEDIA ASSOC	105827	4500254598	8/11/2009	\$ 1,050.00	RECRUITMENT ADVERTISEMENT - SCHOOL LIBRARY PROGRAM
WEST BRANCH TENNIS CLUB	103976	4500250945	7/13/2009	\$ 3,900.00	FACILITY USAGE - TENNIS CAMP
WHITNEYVILLE GLASS CO	102697	4500251540	7/17/2009	\$ 247.50	INSULATION - BUILDING MAINTENANCE
WRISLEYS TRACK & WHEEL INC	107257	4000018318	7/9/2009	\$ 9,560.50	DIGGING/INSTALL STREAM BANK PROTECTION (IVES RUN) - CROOKED CREEK PROJECT - GRANT PROJECT
			<b>SUB-TOTAL</b>	=====	
				<b>\$ 175,906.54</b>	
USE OF VARIOUS PURCHASING CARDS BY VARIOUS DEPARTMENTS FOR PURCHASES UNDER \$10,000 JULY				\$ 134,653.45	
			<b>CREDIT CARD TOTAL</b>	=====	
				<b>\$ 134,653.45</b>	
UN-ENCUMBERED PURCHASES BY VARIOUS DEPARTMENTS - EMPLOYEE REIMBURSEMENTS FOR ITEMS PURCHASED				\$ 2,670.58	
MISCELLANEOUS ADVERTISEMENTS				\$ 293.19	
LIBRARY BOOKS & SUBSCRIPTIONS				\$ 1,336.73	
VOYAGER GAS CARDS (FLEET VEHICLES)				\$ 426.63	
			<b>UN-ENCUMBERED TOTAL</b>	=====	
				<b>\$ 4,727.13</b>	
			<b>GRAND TOTAL</b>	=====	
				<b>\$ 315,287.12</b>	

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RECURRING CONTRACTS 2009/2010 FY  
PURCHASES UNDER \$10,000**

<b>VENDOR NAME</b>	<b>VENDOR NUMBER</b>	<b>PO NUMBER</b>	<b>PO DATE</b>	<b>DOLALR AMOUNT</b>	<b>RECURRING CONTRACTS REMARKS</b>
3M LIBRARY SYSTEMS	100001	4500233482	2/24/2009	\$ 1,171.00	LIBRARY DETECTION SYSTEM - LIBRARY RESOURCES DEPARTMENT
ABDICK, PRESSTEK	100002	4000016761	2/18/2009	\$ 4,012.80	MAINTENANCE COLOR PRESS - PRINT SHOP
ADVANTAGE SPORT & FITNESS INC	102724	4500232698	2/17/2009	\$ 6,000.00	MAINTENANCE SERVICE ON CARDIOVASCULAR EQUIPMENT - KELCHNER FITNESS CENTER
AERC RECYCLING SOLUTIONS	104907	4500238681	4/7/2009	\$ 1,520.57	RECYCLING FLUORESCENT LIGHTS - ENVIRONMENTAL SAFETY OFFICE
ALL-MODE COMMUNICATIONS INC	104416	4500234110	2/27/2009	\$ 5,000.00	SOFTWARE LICENSE RENEWAL - INFORMATION TECHNOLOGY DEPARTMENT
ALLOY MEDIA + MARKETING	106703	4500233464	2/24/2009	\$ 1,500.00	SOFTWARE LICENSE RENEWAL - ADMISSIONS OFFICE
ANDREW WORTHINGTON	102698	4000016722	2/17/2009	\$ 1,900.00	DESIGN, LAYOUT VARIOUS BROCHURES - PUBLIC RELATIONS DEPARTMENT
ANNE PELAK	105528	4000016631	2/12/2009	\$ 1,290.00	PROOFREADER - PUBLIC RELATIONS DEPARTMENT
ARIN	100088	4500233736	2/25/2009	\$ 100.00	SOFTWARE LICENSE RENEWAL - INFORMATION TECHNOLOGY DEPARTMENT
ASHCOM TECHNOLOGIES INC.	106518	4500238586	4/6/2009	\$ 1,800.00	SOFTWARE LICENSE RENEWAL - PHYSICAL PLANT DEPARTMENT
BENCHMARK ANALYTICS INC	105996	4000016860	2/24/2009	\$ 600.00	WATER TESTING SERVICE - UTILITY PLANT DEPARTMENT
BENJAMIN H SHAW	102695	4500234588	3/4/2009	\$ 6,300.00	RENTAL OF STORAGE SHED - INVENTORY CONTROL DEPARTMENT
BERKSHIRE SYSTEMS GROUP INC	100133	4500232193	2/13/2009	\$ 4,900.00	MISCELLANEOUS PARTS - BUILDING MAINTENANCE
BERKSHIRE SYSTEMS GROUP INC	100133	4500232504	2/17/2009	\$ 6,500.00	MAINTENANCE SERVICE FIRE ALARMS & SPRINKLER SYSTEMS - RESIDENCE LIFE (DORMS), MANSER DINING HALL, KELCHNER FITNESS CENTER & STUDENT UNION
BIELS INFO TECH SYSTEMS CORP	102801	4000017004	3/5/2009	\$ 3,110.00	SERVICE AGREEMENT AND READER PRINTERS - LIBRARY MICROFILM
BLUE RIDGE CABLE TV	102707	4500232503	2/17/2009	\$ 225.00	CABLE TV STILLWELL HOUSE - PROVOST OFFICE
BRUCE DART	102696	4000016640	2/13/2009	\$ 7,000.00	SPECIAL PHOTOGRAPHY SERVICE - PUBLIC RELATIONS DEPARTMENT
BRYANT G. PARSONS & SON., INC.	102738	4000016928	2/27/2009	\$ 1,966.50	SERVICE ON PIPE ORGAN - MUSIC DEPARTMENT
CAREER DIMENSIONS INC.	100204	4500233107	2/19/2009	\$ 975.00	SOFTWARE LICENSE RENEWAL - CAREER DEVELOPMENT
CENTURION TECHNOLOGIES INC	103413	4500233105	2/19/2009	\$ 1,275.00	ANNUAL SOFTWARE MAINTENANCE RENEWAL - INFORMATION TECHNOLOGY DEPARTMENT
CHEMUNG SPRING WATER CO INC	102701	4500233104	2/19/2009	\$ 500.00	WATER - ADMISSIONS DEPARTMENT
CHEMUNG SPRING WATER CO INC	102701	4500232456	2/16/2009	\$ 900.00	WATER - RESIDENCE LIFE
CINTAS FIRE PROTECTION	105477	4000016675	2/16/2009	\$ 9,450.00	RECHARGING FIRE EXTINGUISHERS - SAFETY OFFICE, RESIDENCE LIFE, MANSER DINING, KELCHNER FITNESS CENTER, & ALUMNI STUDENT UNION
COYNE TEXTILE SERV	102725	4000016664	2/16/2009	\$ 2,500.00	SHOP TOWELS - PRINT SHOP AND MAINTENANCE OF VEHICLES



MANSFIELD UNIVERSITY OF PENNSYLVANIA  
 COUNCIL OF TRUSTEES REPORT  
 RECURRING CONTRACTS 2009/2010 FY  
 PURCHASES UNDER \$10,000

VENDOR NAME	VENDOR NUMBER	PO NUMBER	PO DATE	DOLALR AMOUNT	RECURRING CONTRACTS REMARKS
CSR	102684	4000016824	2/23/2009	\$ 9,300.00	ETHERNET SUPPORT - INFORMATION TECHNOLOGY DEPARTMENT
DATABANK IMX	102748	4000016823	2/23/2009	\$ 1,926.75	MAINTENANCE ON BOOK SCANNER - INTERLIBRARY LOANS
DEAN EVANS & ASSOC INC	102749	4500234083	2/27/2009	\$ 4,603.00	SOFTWARE LICENSE RENEWAL - INFORMATION TECHNOLOGY DEPARTMENT
EAGLE JANITORIAL SUPPLY CO	100397	4000016699	2/17/2009	\$ 280.00	MAINTENANCE ON NOBLES EQUIPMENT - KELCHNER FITNESS CENTER
EASTERN COPY PRODUCTS	104157	4000016894	2/25/2009	\$ 9,872.72	MAINTENANCE ON COPIER - PRINT SHOP
EDC CORP.	102793	4500234923	3/6/2009	\$ 2,000.04	SOFTWARE LICENSE RENEWAL - UNIVERSITY POLICE DEPARTMENT
EDUCATIONAL COMPUTER SYSTEMS	100411	4000016886	2/25/2009	\$ 3,500.00	1098 T'S PROCESSING - STUDENT ACCOUNTS
EDUCATIONAL TESTING SERVICES	102782	4500233260	2/23/2009	\$ 500.00	TITLE 2 REPORTING - REGISTRAR'S OFFICE
EDULINK, INC.	103331	4500233259	2/23/2009	\$ 3,000.00	SOFTWARE LICENSE RENEWAL - REGISTRAR'S OFFICE
EMPIRE AIRGAS, INC.	102723	4000016740	2/18/2009	\$ 2,400.00	GAS CYLINDER RENTAL - BIOLOGY DEPARTMENT
EMPIRE AIRGAS, INC.	102723	4000016739	2/18/2009	\$ 4,400.00	GAS CYLINDER RENTAL - CHEMISTRY DEPARTMENT
ENTERPRISE RENT-A-CAR	102721	4000016851	2/24/2009	\$ 1,500.00	VEHICLE RENTAL - ADMISSIONS OFFICE
ENTRINSIK INC	104425	4500233518	2/24/2009	\$ 2,900.00	SOFTWARE LICENSE RENEWAL - INFORMATION TECHNOLOGY DEPARTMENT
FEDERAL EXPRESS CORP	102711	4500233680	2/25/2009	\$ 1,500.00	FEDEX PACKAGES SHIPPING - SHIPPING/RECEIVING
FORKLIFTS INC.	107067	4500236273	3/19/2009	\$ 650.00	LIFT INSPECTIONS - SAFETY OFFICE, COMMUNICATION/THEATRE & KELCHNER FITNESS CENTER
FRONTIER	106000	4500238888	4/8/2009	\$ 1,675.00	RECRUITMENT ADVERTISEEMENT - PUBLIC RELATIONS DEPARTMENT
FRONTIER	106000	4500233399	2/23/2009	\$ 455.00	TELEPHONE SERVICE WATER PLANT- TELECOMMUNICATION DEPARTMENT
GAP TECHNOLOGIES INC.	106427	4500233462	2/24/2009	\$ 9,995.00	ONLINE PROFESSOR EVALUATIONS - PROVOST OFFICE
H.W. WILSON COMPANY	100541	4500233357	2/23/2009	\$ 2,775.00	ON LINE SUBSCRIPTIONS - LIBRARY ACQUISITIONS
HARLAND TECHNOLOGY SERVICES	101141	4000017405	4/13/2009	\$ 1,075.00	SOFTWARE LICENSE RENEWAL - INFORMATION TECHNOLOGY DEPARTMENT
HICKEY'S MUSIC CENTER	103784	4000017332	4/2/2009	\$ 475.00	INSTRUMENT REPAIRS - MUSIC DEPARTMENT
HOT BANANA	106009	4500233354	2/23/2009	\$ 8,000.00	SOFTWARE LICENSE RENEWAL - INFORMATION TECHNOLOGY DEPARTMENT
HUFFMAN'S OFFICE SUPPLY	101940	4000017114	3/16/2009	\$ 2,780.00	COPIER MAINTENANCE SERVICE - PRINT SHIP
HUFFMAN'S OFFICE SUPPLY	101940	4000016992	3/4/2009	\$ 250.00	COPIER MAINTENANCE SERVICE - LIBRARY ACQUISITIONS

MANSFIELD UNIVERSITY OF PENNSYLVANIA  
 COUNCIL OF TRUSTEES REPORT  
 RECURRING CONTRACTS 2009/2010 FY  
 PURCHASES UNDER \$10,000

VENDOR NAME	VENDOR NUMBER	PO NUMBER	PO DATE	DOLALR AMOUNT	RECURRING CONTRACTS REMARKS
IKON OFFICE SOLUTIONS	102734	4000016993	3/4/2009	\$ 1,200.00	COPIER MAINTENANCE SERVICE - CENTER FOR LIFE LONG LEARNING
IKON OFFICE SOLUTIONS	102734	4500233682	2/25/2009	\$ 1,000.00	OVERAGE CHARGE FOR COPIES - CENTER FOR LIFE LONG LEARNING
IMPULSE POINT	106157	4500233443	2/23/2009	\$ 7,000.00	SOFTWARE LICENSE RENEWAL - RESIDENCE LIFE DEPARTMENT
INTERLIBRARY DELIVERY SERVICE	100621	4000016849	2/24/2009	\$ 7,472.85	INTERLIBRARY DELIVERY SERVICE - INTERLIBRARY LOAN DEPARTMENT
JEFFREY JUDD	102699	4000016845	2/23/2009	\$ 800.00	INSTRUMENT REPAIRS - MUSIC DEPARTMENT
JSTOR	101593	4500233461	2/24/2009	\$ 9,482.00	SOFTWARE LICENSE RENEWAL - LIBRARY ACQUISITIONS
LAMBS CREEK STORAGE	102706	4500231596	2/9/2009	\$ 1,200.00	STORAGE SHED RENTAL - THEATRE/UNIVERSITY PLAYERS
LOGISTECH INC.	102737	4500233697	2/25/2009	\$ 1,000.00	MISCELLANEOUS PHONE BOOKS - PURCHASING DEPARTMENT
LOUIS MARINO	102723	4000017647	5/8/2009	\$ 2,700.00	REFINISHING DECKER GYM FLOOR - CUSTODIAL DEPARTMENT
LYRASIS	100964	4500237440	3/27/2009	\$ 586.00	SOFTWARE LICENSE RENEWAL - SCHOOL LIBRARY PROGRAM
MANSFIELD FIRE DEPT	102710	4500231631	2/10/2009	\$ 7,500.00	ANTICIPATED SERVICE- BUDGET OFFICE
MANSFIELD FIREMANS AMBULANCE ASSOC	102707	4500232484	2/16/2009	\$ 7,500.00	ANTICIPATED SERVICE - ASSOCIATE VP STUDENT AFFAIRS
MANSFIELD MUNICIPAL AUTHORITY	102706	4500231636	2/10/2009	\$ 1,000.00	WATER SERVICE - UTILITY PLANT DEPARTMENT
MAPLESOFT	101724	4500233258	2/23/2009	\$ 3,700.00	SOFTWARE LICENSE RENEWAL - INFORMATION TECHNOLOGY DEPARTMENT
MARK PASSMORE	102723	4000016748	2/18/2009	\$ 7,000.00	DESIGN , LAYOUT VARIOUS BROCHURES - PUBLIC RELAITONS DEPARTMENT
MEADS OVERHEAD DOOR	102718	4000017525	4/28/2009	\$ 3,000.00	REPAIRS TO OVERHEAD DOOR - MANSER DINING HALL
MILLIPORE CORP	102733	4000017118	3/16/2009	\$ 4,184.50	WATER PURIFICATION SERVICE/MAINTENANCE - BIOLOGY & CHEMISTRY DEPARTMENTS
MOBILE LIFTS INC.	100857	4500236274	3/19/2009	\$ 500.00	SAFETY INSPECTION - SAFETY OFFICE
MOYER HOTELS LLC	102708	4000016661	2/16/2009	\$ 1,400.00	LODGING - COUNCIL OF TRUSTEES
MOYER HOTELS LLC	102708	4000016662	2/16/2009	\$ 3,000.00	LODGING FOR CANDIDATES - SEARCHES
NACAC	100877	4500233299	2/23/2009	\$ 2,500.00	COLLEGE FAIRS - ADMISSIONS OFFICE
NETWOLVES RESICOM CORPORATION	102723	4500233289	2/23/2009	\$ 1,800.00	LONG DISTANCE PHONE CHARGES - INFORMATION TECHNOLOGY DEPARTMENT
NORTHERN TIER SOLID WASTE AUTHORITY	102701	4500245195	6/1/2009	\$ 5,000.00	SURPLUS DUMPSTER - BUILDING MAINTENANCE
OFFICE EQUIPMENT SOURCE	102703	4500233998	2/26/2009	\$ 735.00	METER READING CHARGES - LIBRARY
OKLAHOMA SCORING SERVICES INC	102775	4500233282	2/23/2009	\$ 500.00	TEST SCORING - CENTER FOR LIFE LONG LEARNING

MANSFIELD UNIVERSITY OF PENNSYLVANIA  
 COUNCIL OF TRUSTEES REPORT  
 RECURRING CONTRACTS 2009/2010 FY  
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VENDOR NAME	VENDOR NUMBER	PO NUMBER	PO DATE	DOLALR AMOUNT	RECURRING CONTRACTS REMARKS
PAC INDUSTRIES INC.	101959	4000017456	4/17/2009	\$ 1,000.00	REPAIRS TO EQUIPMENT - MANSER DINING HALL
PAC INDUSTRIES INC.	101959	4000016927	2/27/2009	\$ 1,300.00	SERVICE AGREEMENT ON WASHERS - ATHLETICS DEPARTMENT
PACAC	102762	4500233281	2/23/2009	\$ 1,000.00	COLLEGE FAIRS - ADMISSIONS DEPARTMENT
PALCI - UNIVERSITY OF PITTSBURGH	100964	4500233275	2/23/2009	\$ 5,900.00	LIBRARY CONSORTIUM - LIBRARY ACQUISITIONS
PARIS-WILLIAMSPORT HEALTHCARE LINEN	102163	4000016974	3/4/2009	\$ 6,275.84	LINEN SERVICE - RESIDENCE LIFE
PENN SYSTEMS GROUP, INC	100989	4500231648	2/10/2009	\$ 4,284.00	PACKETSHAPER MAINTENANCE - INFORMATION TECHNOLOGY DEPARTMENT
PENNSYLVANIA STATE POLICE	103180	4500232750	2/18/2009	\$ 500.00	CRIMINAL BACKGROUND CHECKS - SEARCHES
PEOPLEWARE INC	100996	4500238671	4/7/2009	\$ 2,286.90	SOFTWARE LICENSE RENEWAL - CENTER FOR LIFE LONG LEARNING
PITNEY BOWES INC	102729	4500245056	5/29/2009	\$ 2,685.72	METER HEAD LEASE - MAILROOM
PROQUEST	101951	4500233054	2/19/2009	\$ 7,670.00	ON-LINE SUBSCRIPTIONS - LIBRARY ACQUISITIONS
PROQUEST	101951	4500233064	2/19/2009	\$ 6,100.00	ON-LINE SUBSCRIPTIONS - LIBRARY ACQUISITIONS
PROQUEST	101045	4500249259	6/29/2009	\$ 7,670.00	ON-LINE SUBSCRIPTIONS - LIBRARY ACQUISITIONS
RALPH YOUMANS	102699	4000017133	3/18/2009	\$ 200.00	FIRING RANGE INSTRUCTOR - UNIVERSITY POLICE DEPARTMENT
REDROCK SOFTWARE CORP	103589	4500232929	2/19/2009	\$ 730.00	SOFTWARE LICENSE RENEWAL - LEARNING RESOURCE CENTER
RICOH AMERICAS CORPORATION	106614	4500234551	3/4/2009	\$ 525.00	MAINTENANCE VARIOUS COPIERS - PRINT SHOP
RICOH AMERICAS CORPORATION	106614	4500234552	3/4/2009	\$ 525.00	MAINTENANCE VARIOUS COPIERS - PRINT SHOP
ROBERT FITZGERALD	102695	4000016913	2/25/2009	\$ 800.00	LODGING - COUNCIL OF TRUSTEES
ROBERT FITZGERALD	102695	4000016663	2/16/2009	\$ 1,200.00	LODGING - SEARCHES
ROBERT M. SIDES	101935	4000016808	2/20/2009	\$ 1,550.00	INSTRUMENT REPAIRS - MUSIC DEPARTMENT
ROBERT M. SIDES	101935	4000016810	2/20/2009	\$ 606.25	STEINWAY SERVICE - MUSIC DEPARTMENT
ROOFS WATER CO	102690	4500232777	2/18/2009	\$ 700.00	WATER - INFORMATION TECHNOLOGY DEPARTMENT
ROOFS WATER CO	102690	4500232901	2/19/2009	\$ 120.00	WATER - FINANCE & ADMINISTRATION
ROOFS WATER CO	102690	4500232764	2/18/2009	\$ 325.00	WATER - CENTER FOR LIFE LONG LEARNING
ROOFS WATER CO	102690	4500232898	2/19/2009	\$ 75.00	WATER- COMMUNICATION & THEATRE DEPARTMENT
ROOFS WATER CO	102690	4500232899	2/19/2009	\$ 815.00	WATER - HUMAN RESOURCES & CONTROLLERS OFFICE
ROOFS WATER CO	102690	4500232895	2/19/2009	\$ 605.00	WATER - PHYSICAL PLANT & CONSTRUCTION OFFICES
ROOFS WATER CO	102690	4500232862	2/18/2009	\$ 525.00	WATER - PROVOST OFFICE
ROOFS WATER CO	102690	4500232896	2/19/2009	\$ 150.00	WATER - PSYCHOLOGY DEPARTMENT
ROOFS WATER CO	102690	4500232762	2/18/2009	\$ 725.00	WATER - PURCHASING DEPARTMENT/MAILROOM
ROOFS WATER CO	102690	4500232853	2/18/2009	\$ 225.00	WATER - FINANCIAL AID
ROOFS WATER CO	102690	4500232873	2/18/2009	\$ 710.00	WATER - STUDENT UNION

MANSFIELD UNIVERSITY OF PENNSYLVANIA  
 COUNCIL OF TRUSTEES REPORT  
 RECURRING CONTRACTS 2009/2010 FY  
 PURCHASES UNDER \$10,000

VENDOR NAME	VENDOR NUMBER	PO NUMBER	PO DATE	DOLALR AMOUNT	RECURRING CONTRACTS REMARKS
SANDRA NORTON BUTTERS	105823	4000016596	2/10/2009	\$ 750.00	DESIGN, LAYOUT OUT VARIOUS BROCHURES - PUBLIC RELATIONS DEPARTMENT
SHARATON BUS SERVICE INC	102802	4000016673	2/16/2009	\$ 2,908.00	MINORITY BUS RECRUITMENT - ADMISSIONS OFFICE
SUR-LOK STORAGE	102726	4500233180	2/20/2009	\$ 900.00	BOAT STORAGE - FISHERIES DEPARTMENT
SUSQUEHANNA PAPER & SANITARY SUP	101938	4000016747	2/18/2009	\$ 1,500.00	FLOOR SCRUBBER SERVICE - KELCHNER FITNESS CENTER
SWANK MOTION PICTURES, INC.	101239	4000017012	3/6/2009	\$ 8,882.00	MOVIE RENTALS - RESIDENCE LIFE OFFICE
TWIN TIER IMAGING SYSTEMS	104013	4000016923	2/26/2009	\$ 200.00	COPIER CHARGES - PRINT SHOP
UNITED PARCEL SERV	102724	4500232626	2/17/2009	\$ 6,500.00	UPS SHIPPING CHARGES - SHIPPING/RECEIVING DEPARTMENT
USABLENET	103933	4500242098	5/5/2009	\$ 6,247.50	MOBILE RENEWAL - INFORMATION TECHNOLOGY DEPARTMENT
USABLENET	103933	4500233136	2/20/2009	\$ 6,247.50	LIVE TEXT NETWORK RENEWAL - SYSTEM NETWORK - IT DEPARTMENT
VERIZON	101347	4500233134	2/20/2009	\$ 2,200.00	E911 SERVICE - TELECOMMUNICATIONS DEPARTMENT
VERIZON WIRELESS	102683	4500232546	2/17/2009	\$ 1,850.00	CELL PHONE CHARGES - ASSOCIATE VP STUDENT AFFAIRS
VERIZON WIRELESS	102683	4500233130	2/20/2009	\$ 9,000.00	CELL PHONE CHARGES - ADMISSIONS DEPARTMENT
VERIZON WIRELESS	102683	4500233121	2/20/2009	\$ 3,550.00	CELL PHONE CHARGES - CENTER FOR LIFE LONG LEARNING
VERIZON WIRELESS	102683	4500233133	2/20/2009	\$ 565.00	CELL PHONE CHARGES - COUNSELING CENTER
VERIZON WIRELESS	102683	4500232533	2/17/2009	\$ 1,250.00	CELL PHONE CHARGES - DIRECTOR OF LEADERSHIP
VERIZON WIRELESS	102683	4500233128	2/20/2009	\$ 1,225.00	CELL PHONE CHARGES - HEALTH SCIENCES DEPARTMENT
VERIZON WIRELESS	102683	4500232721	2/18/2009	\$ 1,250.00	CELL PHONE CHARGES - HUMAN RESOURCES DEPARTMENT
VERIZON WIRELESS	102683	4500233131	2/20/2009	\$ 1,200.00	CELL PHONE CHARGES - LIBRARY RESOURCES DEPARTMENT
VERIZON WIRELESS	102683	4500233129	2/20/2009	\$ 1,125.00	CELL PHONE CHARGES - ONE CARD ADMINISTRATOR
VERIZON WIRELESS	102683	4500232532	2/17/2009	\$ 2,250.00	CELL PHONE CHARGES - PRESIDENT'S OFFICE
VERIZON WIRELESS	102683	4500233127	2/20/2009	\$ 2,310.00	CELL PHONE CHARGES - PROVOST OFFICE
VERIZON WIRELESS	102683	4500232543	2/17/2009	\$ 1,350.00	CELL PHONE CHARGES - PUBLIC RELATIONS DEPARTMENT
VERIZON WIRELESS	102683	4500232529	2/17/2009	\$ 8,500.00	CELL PHONE CHARGES - RESIDENCE LIFE DEPARTMENT
VERIZON WIRELESS	102683	4500233132	2/20/2009	\$ 770.00	CELL PHONE CHARGES - SCHOOL LIBRARY
VERIZON WIRELESS	102683	4500233952	2/26/2009	\$ 1,250.00	CELL PHONE CHARGES - SPORTS INFORMATION
VERIZON WIRELESS	102683	4500233123	2/20/2009	\$ 675.00	CELL PHONE CHARGES - STUDENT ACTIVITIES
VERIZON WIRELESS	102683	4500234924	3/6/2009	\$ 1,250.00	CELL PHONE CHARGES - UNIVERSITY DEVELOPMENT OFFICE
VERIZON WIRELESS	102683	4500233125	2/20/2009	\$ 1,100.00	CELL PHONE CHARGES - UNVIERSITY POLICE
WILD STUDIO	101259	4000017001	3/5/2009	\$ 5,000.00	PHOTOGRAPHY SERVICES - PUBLIC RELATIONS DEPARTMENT
			<b>TOTAL</b>	<b>\$ 367,657.44</b>	

**MANSFIELD UNIVERSITY**  
**COUNCIL OF TRUSTEES MEETING**

Wednesday, November 18, 2009  
2:00 p.m.

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

**A G E N D A**

**I. MEETING CALLED TO ORDER**

**II. RECORDING OF ATTENDANCE**

**III. PUBLIC COMMENTS**

**IV. APPROVAL OF MINUTES**

September 23, 2009 (Exhibit A)

**MOTION:**

**V. COMMITTEE REPORTS**

A. Academic Affairs Report (Dr. Keller)

B. Finance and Administration Report (Mr. Reid)

**MOTION** to approve \$184,614.60 in aggregate value for purchase orders of \$10,000 or more for the period of August 16, 2009 through October 15, 2009 as identified in Exhibit B.

**MOTION** to approve the acquisition of property in the Mansfield, PA downtown vicinity.

C. Human Resources Report (Ms. Carleton)

D. Student Affairs and Residence Life Report (Mr. Harrington and Mr. Colby)

E. University Advancement (President Loeschke)

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

Emeritus Status

Based upon the recommendations of the appropriate departments, the Provost/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 individuals:

**Dr. Celeste Burns**, a faculty member in the Education/Special Education Department from February 1975 until January 2009.

**Dr. Janet Fuller**, a faculty member in the Education/Special Education Department from August 1981 until December 2007.

**Professor Mary McEwan**, a faculty member in the Health Sciences Department from August 1993 until May 2008.

**Dr. Mark Robarge**, a faculty member in the Criminal Justice Administration Department from August 1981 until August 2009.

**Dr. Charles Seidel**, a faculty member in the Psychology Department from September 1967 until May 2009.

**Dr. Jean-Anne Teal**, a faculty member in the Music Department from August 1991 until May 2009.

**Professor Michael Vayansky** (posthumously), a faculty member in the Chemistry and Physics Department from July 1966 until September 2009.

**MOTION:**

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

International Student Report

Mr. Nnaemeka (Emeka) Anosike

Strategic Plan Implementation Report

“Ensure Quality Faculty and Staff” – Ms. Dia Carleton

**IX. EDUCATIONAL FEATURE**

Co-curricular Transcript – Dr. Denny Murray, Mr. Steve Plesac, Mr. Ralph Slyster

**X. REPORTS**

President Loeschke

Student Government Association

PACT

**XI. OTHER BUSINESS**

**XII. DATE OF NEXT MEETING**

The Mansfield University Council of Trustees Retreat will be held on Wednesday, January 27, 2010 in the North Hall, 5<sup>th</sup> Floor President’s Conference Room.

The next regular meeting of the Mansfield University Council of Trustees will be held on **Wednesday, March 24, 2009 at 2:00 p.m. in the North Manser Dining.**

**XIII. ADJOURNMENT**





# Committee Agendas



**Mansfield University**  
**Council of Trustees**  
**Academic Affairs Committee**  
**Agenda, November 18, 2009**

1. Academic Program Review Process
  - a. Periodic program review process
  - b. PASSHE under-enrolled program review
2. PDE Update
3. Middle States Accreditation
  - a. Review Committee Co-Chairs
  - b. Two Year Schedule



**Mansfield University  
Council of Trustees  
Finance and Administration Committee  
Agenda for November 18, 2009**

1. Review of Purchases
2. Fiscal 2009 Audit Report – Parente Randolph
3. Resolution to Board of Governors recommending the purchase of property in downtown Mansfield
4. Budget Update



**Mansfield University  
Council of Trustees  
Human Resources and Multicultural Affairs Committee  
Agenda, November 18, 2009**

1. Medical Plan Wellness Initiatives
2. Flexible Spending Plan Enhancements





**Mansfield University**  
**Council of Trustees**  
**Student Affairs and Residence Life Committee**  
**Agenda, November 18, 2009**

1. Update on Student Life and Leadership – James Harrington
  
2. Update on Residence Life – Charles Colby
  - a. Mansfield Auxiliary Corporation – Privatized Housing Update
  - b. Campus “Watch Care” Program (attached)



## Campus "Watch Care" Program

On too many occasions, and especially on weekends, student abuse of beverage alcohol creates situations for the campus community that require/demand a more caring, responsible response. Students return to campus from situations that leave them highly intoxicated. That automotive accidents involving alcohol are responsible for significant percentage of student death annually.

Sometimes, individuals have already had interaction with Police authorities, sometimes they have not. In either case, situations arise involving intoxication. It is known that alcohol absorption continues during the course of the evening, often requiring that these students be transported to the hospital, or somehow "cared for" on campus during the course of their intoxication. There is no mechanism for appropriately providing a reasonable service at present. Police officers must be free to respond to other campus issues. Residence Life staff on duty have the same issues. Roommates/friends are often not willing to take responsibility for caring for such situations and lack training and awareness of potential problems even if willing.

Lock Haven University has operated a program for some time that utilizes students with First Aid, Life Safety, CPR, First Responder, and/or Emergency Medical Training (EMT) or to observe these cases as they arise. Such students would also be provided alcohol awareness training and are employed and paid via fees charged to students who handle alcohol inappropriately. It is recommended that such a service be implemented at Mansfield University. Employed students would be paid up to \$15/hour (recommend \$10/hr to start) for providing such care in a room provided on campus for this purpose. These appropriately trained students would be equipped with emergency telephone or radio capabilities and be in touch with the Residence Life staff member on duty and Police as appropriate "back up."

Said students would be "on-call" on Friday and Saturday nights from 6:00 PM – 6:00 AM. If called to provide services, said workers would earn hourly compensation of up to \$15/hour. "On-Call" hours to be borne by the Student Health fee or other appropriate source.

PASSHE legal counsel has advised that such a program is feasible as long as monitoring is conducted by a trained person, there is a written policy communicated to the student body and the new fee is approved by the Council of Trustees.



**Mansfield University  
Council of Trustees  
University Advancement Committee Meeting  
Agenda, November 18, 2009**

1. Gifts – Dr. Rebecca Bair
2. General Advancement Update – Dr. Maravene Loeschke



# Exhibit A





**MANSFIELD UNIVERSITY**  
**Mansfield, Pennsylvania**

**Wednesday, September 23, 2009**  
**6<sup>th</sup> Floor Community Room, North Hall**  
**2:00 p.m.**

**COUNCIL OF TRUSTEES**

**MINUTES**

**I. MEETING CALLED TO ORDER**

Chairman Meyer called the meeting to order at 2:01 p.m.

**FOR THE RECORD:** In accordance with the Sunshine Law, this meeting was advertised in the *Wellsboro Gazette* on September 9, 2009.

**II. RECORDING OF ATTENDANCE**

The following Trustees were in attendance:

Mr. Thomas A. Browning, Member  
Mr. Richard P. Cashman, Secretary  
Mr. Charles R. Ike, Member  
Mr. Lewis B. Lee, Member  
Mr. Craig G. Litchfield, Member  
Mr. Ralph H. Meyer, Chair  
Ms. Ada Mae Saxton, Member  
Mr. Louis Setzer, Student Member  
Mr. Howard J. Smith, Jr., Member

The following Trustees were not in attendance:

Dr. Robert D. Strohecker, Vice Chair  
Ms. Carol J. Tama, Member

## II. RECORDING OF ATTENDANCE (Continued)

Members of the University staff who were in attendance are as follows:

Dr. Maravene Loeschke, President  
Mr. Tekeste Abraham, Director of Purchasing  
Dr. Adam Brennan, Chair, Assessment Strategic Plan Implementation Team  
Dr. James Brown, Dean of Arts and Sciences  
Dr. Joy Burke, Dean of Education, Professional and Graduate Studies  
Ms. Dia Carleton, Executive Director of Human Resources  
Mr. William Chabala, APSCUF President  
Mr. Charles Colby, Associate Vice President for Residence Life  
Mr. James Harrington, Associate Vice President for Student Affairs  
Mr. Dennis Heinle, Director of the Leadership Institute  
Ms. Anne M. LaVancher, Secretary to the Council of Trustees  
Dr. Peter Keller, Provost/Vice President for Academic Affairs  
Mr. Dennis Miller, Director of Public Relations and Publications  
Dr. Benjamin Moritz, Director Honors Program  
Mr. Michael L. Reid, Vice President of Finance and Administration  
Dr. Robert Timko, University Senate President

Others in Attendance:

Ms. Cheryl Clarke, *Williamsport Sun-Gazette*  
Mr. Ralph Slyster, President, Student Government Association

## III. PUBLIC COMMENTS

Chairman Meyer invited public comments. No comments were received.

## IV. APPROVAL OF MINUTES

July 22, 2009 (Exhibit A)

**A motion was made by Mr. Smith, seconded by Mr. Browning, and unanimously carried to approve the minutes of July 22, 2009 as written.**

## V. COMMITTEE REPORTS

### A. Academic Affairs Report

Dr. Keller noted the topics discussed in the Academic Affairs report:

- Introduction of Dr. James Brown, Dean of Arts and Sciences and Dr. Joy Burke, Dean of Education, Professional and Graduate Studies;
- Enrollment Update
  - Headcount 3569, FTE 3153 (increase of 6.8%), new first year students 718 (record is 719), persistence rate is 74%, graduate FTE 216 (increase of 20.97%), graduate headcount is 502;
- Will begin work on general education program revision;
- Continuing to prepare for the Middle States review in 2012;
- All academic programs will be reviewed this year.

### B. Finance and Administration Report

Mr. Reid noted the topics discussed in the Finance and Administration report:

- H1N1 update from James Welch, Environmental Health and Safety Coordinator
  - No confirmed cases in Tioga county or on MU campus
  - Promote good hygiene (cover your cough, etc.)
- Purchase orders above and below \$10,000 for the period June 16, 2009 through August 15, 2009;
- Budget update.

#### Approval of Purchase Orders of \$10,000 or more

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Mr. Lee, seconded by Mr. Cashman, and unanimously carried to approve the purchase orders of \$10,000 or more for the period of June 16, 2009 through August 15, 2009 for a total of \$6,658,758.32** as identified in Exhibits B, B1, and B2.

#### Approval of Purchase Orders less than \$10,000

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Ms. Saxton, seconded by Mr. Ike, and unanimously carried to approve the purchase orders of less than \$10,000 for the period of June 16, 2009 through August 15, 2009 for a total of \$921,988.51** as identified in Exhibits C, C1 and C2.

**V. COMMITTEE REPORTS** (continued)

**C. Human Resources Report**

Ms. Carleton noted the topics given in the Human Resources Report:

- Employee Self-Service (ESS) update by Carmen Wood;
- Hire Touch Applicant Tracking update by Tammy Felondis;
- *Monday Morning Mentoring* update;
- Visit by PASSHE's Vice Chancellor for Human Resources, Gary Dent.

**D. Student Affairs/Residence Life Report**

Mr. Colby and Mr. Harrington noted the topics given in the Student Affairs Report:

- Student Life Guidebook;
- Greek Life update;
- Co-curricular transcript;
- Homecoming events and activities on October 9-10;
- Housing concerns due to increased enrollment;
- Freshman Year Experience;
- Privatized housing proposals;
- Dining services update.

Dr. Loeschke thanked Mr. Colby for his leadership during the early stages of the semester in handling the increased numbers of students in residence halls.

**E. University Advancement Report (President Loeschke)**

President Loeschke noted the topics given in the University Advancement Report:

- Dr. Rebecca Bair, Director for Development, updated the Trustees on the strategies for fundraising regarding annual funds, major gifts and planned giving;
- Fundraising is up 11% from last year.

**VI. OLD BUSINESS**

No items for discussion.

**VII. NEW BUSINESS**

No items for discussion.

## VIII. INFORMATION ITEMS

### Strategic Plan Implementation Team Report

Dr. Loeschke introduced Dr. Adam Brennan, Director of Bands and Music Department professor. Dr. Brennan has been coordinating the SPIT teams and working as a liaison with the teams and Administration.

Dr. Adam Brennan, noted the following advancements of the “Assessment” strategic plan implementation team:

- Much of the work was completed in the first year;
- Baldrige approach is being used at MU as an assessment tool. This plan allows us to chart our course as an institution and individual departments;
- Every team works with other team members to find the overlapping goals;
- Assessing the leadership brand as an institution;
- All chairs will meet at least once a month beginning in October;
- There does not seem to be any areas of the plan that are lagging behind;
- An annual report will be available online on the webpage.

## IX. EDUCATIONAL FEATURE – Honors Program

Dr. Keller introduced Professor Benjamin Moritz, Director of Honors Program and professor in the Music Department. Dr. Moritz showed his appreciation for the progress of the Steinway initiative and thanked those involved in the program.

Professor Moritz provided the Council of Trustees information about the Mansfield University Honors Program. He noted that an honors education provides more challenging courses and emphasize experiential education. Dr. Moritz noted special initiatives involved in the program.

## X. REPORTS

### President Loeschke

President Loeschke provided the following report:

- Dr. Loeschke reminded Trustees of Cabinet’s annual professional goals and that they will continue to report on them through the year;
- Prior to committee meetings, Trustees toured the new international walkway;
- Champion magazine is planning another article about sprint football;
- Choir will compete at Yale on November 6;
- Enrollment, residence life and fundraising are all up this year;
- Campus safety SPIT has been working hard to “green” the campus;
- Dr. Loeschke noted her pleasure with the stability in the academic area since hiring Provost Keller, Dean Brown and Dean Burke.

**X. REPORTS** (continued)

Student Government Association (SGA)

Mr. Ralph Slyster, President SGA, provided the following report:

- SGA has been working on recruiting new members;
- Powder puff football game with a chicken BBQ was held to kickoff the football season;
- Initiatives include:
  - Funding renovations for Hut
  - Supporting Mansfield Downtown Development Corporation (MDDC)
  - Working with local nursing homes
  - Collaboration with other PASSHE SGAs

PACT

Mr. Meyer provided the following information:

- The next conference will be held October 14-15 at Bloomsburg University;
- The format of the conference has been changed as a cost savings measure.

**XI. OTHER BUSINESS**

Dr. Timko noted that a motion to restructure general education will be made to University Senate and that Mansfield University will present the Baldrige model at a national convention.

Mr. Miller reminded the Trustees that 1890's weekend is Friday and Saturday.

**XII. DATE OF NEXT MEETING**

The next regular meeting of the Mansfield University Council of Trustees will be held on **Wednesday, November 18, 2009 at 2:00 p.m. in the North Hall 6<sup>th</sup> Floor Community Room.**

**XIII. ADJOURNMENT**

**The meeting was adjourned at 2:48 p.m.**

Respectfully Submitted,

Anne M. LaVancher  
Recording Secretary

# Exhibit B





EXHIBIT B

MANSFIELD UNIVERSITY OF PENNSYLVANIA  
 COUNCIL OF TRUSTEES REPORT  
 PURCHASES OVER \$10,000  
 BETWEEN AUGUST 16, 2009 THROUGH OCTOBER 15, 2009

VENDOR NAME	VENDOR NUMBER	ITEM DESCRIPTION	PO NUMBER	PO DATE	DOLLAR AMOUNT	REMARKS
BLACKBOARD, INC.	104569	MAINTENANCE ON BLACKBOARD SYSTEM	4500256455	8/26/2009	\$ 54,955.00	PASSHE CONTRACT - ONE CARD ADMINISTRATION
BLACKBOARD, INC.	104569	EQUIPMENT FOR ONE CARD SYSTEM	4500256575	8/26/2009	\$ 17,639.60	PASSHE CONTRACT - ONE CARD ADMINISTRATION
D & S COMMUNICATIONS	103516	MATERIAL SUPPORT - NETWORKING	4500259670	9/23/2009	\$ 28,093.00	PASSHE CONTRACT - INFORMATION TECHNOLOGY DEPARTMENT
G. R. SPONAUIGLE SERVICE CO.	100491	COOLING FANS - STATE LIBRARY - RARE BOOK COLLECTIONS	4500262026	10/13/2009	\$ 16,300.00	SOLE SOURCE - RARE BOOKS PROJECT
L & L BOILER MAINTENANCE	103537	FIREBRICK REPLACEMENT IN REAR WALL OF WATER TUBE BOILER #1 & BURNER CONTROLLER IN #2 WATER TUBE BOILER	4000018723	8/19/2009	\$ 19,992.00	BID - UTILITY PLANT
ROBERT M. SIDES	101935	STEINWAY PIANO MODEL 'O' PIANO	4500259946	9/25/2009	\$ 47,635.00	BID - MUSIC DEPARTMENT
		<b>TOTAL</b>			<b>\$ 184,614.60</b>	