

MANSFIELD UNIVERSITY

COUNCIL OF TRUSTEES MEETING

Wednesday, March 26, 2014

2:00 p.m.

North Hall 6th 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

November 20, 2013 (Exhibit A)

MOTION:

V. COMMITTEE REPORTS

A. Academic Affairs Report (Dr. Stinebeck)

MOTION to approve the following programs to be put into moratorium: MA Music, MS Children's Literature, BSE Art Education, BSE Spanish Education, BA Spanish, BA Sociology/Anthropology

B. Finance and Administration Report (Mr. Adams)

MOTION to approve \$540,074.09 in aggregate value for purchase orders of \$10,000 or more for the period of October 16, 2013 through February 15, 2014 as identified in Exhibit B.

MOTION to approve \$420,527.27 in aggregate value for purchase orders of less than \$10,000 for the period of October 16, 2013 through February 15, 2014 as identified in Exhibit C.

MOTION to approve the Capital Project Spending Plan as identified in Exhibit D.

MOTION to approve fee increases/changes as identified in Exhibit E.

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

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

E. University Advancement Report (Ms. Engel)

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 individual:

Professor Stephen Brown, a faculty member in the Psychology Department from August 17, 1974 through May 31, 2013.

Dr. Craig Cleland, a faculty member in the Education & Special Education Department from August 22, 1981 through January 11, 2013.

Dr. Michael Galloway, a faculty member in the Music Department from August 29, 1980 through May 31, 2013.

VII. NEW BUSINESS (continued)

Emeritus Status (continued)

Professor Stephen McEuen, a faculty member in the Music Department from August 27, 1977 through May 31, 2013.

Dr. Kenneth Sarch, a faculty member in the Music Department from August 19, 1995 through May 31, 2013.

MOTION to grant emeritus status as requested.

VIII. INFORMATION ITEMS – NO ACTION REQUIRED

IX. EDUCATIONAL FEATURE

Gateway Program – Ms. Deborah Rotella

X. REPORTS

President Francis Hendricks

PACT

Student Government Association

XI. OTHER BUSINESS

XII. DATE OF NEXT MEETING

The next regular meeting of the Mansfield University Council of Trustees is scheduled for **Wednesday, May 28, 2014, 2:00 p.m. in the North Hall 6th Floor Community Room.**

XIII. ADJOURNMENT

MANSFIELD UNIVERSITY
Mansfield, Pennsylvania

Wednesday, November 20, 2013
North Hall, 6th Floor Community Room
2:00 p.m.

COUNCIL OF TRUSTEES

MINUTES

I. MEETING CALLED TO ORDER

Chairman Meyer called the meeting to order at 2:05 p.m.

FOR THE RECORD: In accordance with the Sunshine Law, this meeting was advertised in the *Wellsboro Gazette* on November 6, 2013.

II. RECORDING OF ATTENDANCE

The following Trustees attended:

Mr. Steven M. Crawford, Member
Mr. Max P. Gannon, Member
Mr. Patrick D. Henderson, Member
Ms. Bobbi J. Kilmer, Member
Mr. Ralph H. Meyer, Chair
Ms. Karen J. Russell, Member
Mr. Zane N. Swanger, Student Member
Dr. Robert D. Strohecker, Secretary
Commissioner Pamela A. Witmer, Member – via phone

II. RECORDING OF ATTENDANCE (Continued)

Members of the University staff who attended are as follows:

General Francis L. Hendricks, President
Mr. John Adams, Vice President for Finance and Administration
Ms. Judith Brayer, SCUPA Representative
Dr. Christopher Bridges, Associate Vice President for Student Affairs
Ms. Dia Carleton, Executive Director for Employee and Leadership Services
Mr. Charles Colby, Associate Vice President for Residence Life
Mr. Terry Day, Assistant Director of Public Relations and Marketing
Dr. Peter Keller, Provost/Senior Vice President for Academic Affairs
Ms. Anne M. LaVancher, Secretary to the Council of Trustees
Mr. Dennis Miller, Director of Public Relations and Marketing
Dr. Ronald Straub, APSCUF President
Mr. Michael Wilson, AFSCME President

Others in Attendance:

Mr. Joseph Maresco, President of the Mansfield University Foundation
Ms. Ashley Ranck, Student
Ms. Cheryl Clarke, Williamsport Sun-Gazette

III. PUBLIC COMMENTS

No comments received.

IV. APPROVAL OF MINUTES

September 25, 2013 (Exhibit A)

A motion was made by Mr. Crawford, seconded by Mr. Gannon, and unanimously carried to approve the minutes of September 25, 2013 as identified in Exhibit A.

A roll call vote was taken and all participating members approved the motion.

V. COMMITTEE REPORTS

A. Academic Affairs Report

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

- Retrenchment process update – further reduced retrenchment list

B. Finance and Administration Report

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

- Annual external auditor's report as presented by CliftonLarsonAllen – unmodified audit
- Purchases over and under \$10,000
- Campus tour of facilities report
- Parking ticket fines 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. Gannon, seconded by Dr. Strohecker, and unanimously carried to approve purchase orders of \$10,000 or more for the period of August 16, 2013 through October 15, 2013 for a total of \$326,047.83** as identified in Exhibit B.

A roll call vote was taken and all participating members approved the motion.

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. Crawford, seconded by Ms. Russell, and unanimously carried to approve purchase orders of less than \$10,000 for the period of August 16, 2013 through October 15, 2013 for a total of \$169,087.60** as identified in Exhibit C.

A roll call vote was taken and all participating members approved the motion.

Approval of Physical Inspection of Facilities

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

A roll call vote was taken and all participating members approved the motion.

Approval of Auditor's Report

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Ms. Kilmer, seconded by Mr. Gannon, and unanimously carried to approve the independent auditor's report for the fiscal year ending June 30, 2013** as discussed in the Finance and Administration Committee.

A roll call vote was taken and all participating members approved the motion.

V. COMMITTEE REPORTS (continued)

C. Human Resources/Multicultural Affairs Report

Ms. Carleton noted the topics discussed in the Human Resources/Multicultural Affairs report:

- PASSHE Fraud/Waste/Abuse Incident Reporting System implemented summer 2013

D. Student Affairs Report

Dr. Bridges and Mr. Colby noted the topics discussed in the Student Affairs report:

- Residence Life – Spruce Residence Hall opening in spring with students' return in January
- Campus Dining Services
- Kelchner Fitness Center
- New Orientation webpage with SGA commitment to sponsor incoming students' orientation fees
- 2014 Senior Conference in Harrisburg
- Career Center webpage update
- MAP-Works

E. University Advancement Report

Mr. Maresco noted the topics discussed in the University Advancement report:

- Phone-a-thon goal \$270,000 for fall and spring sessions
- Cultivation efforts for the year:
 - Corning Chamber of Commerce event to introduce General Hendricks to the business community in NY
 - 2nd Annual retired employee reception
 - Holiday Card Program
 - Student giving program – Mounties for Change
 - Direct Mail Appeals
 - Foundation Fridays
 - Planned Giving website upgrades

VI. OLD BUSINESS

No old business discussed

VII. NEW BUSINESS

No new business discussed

VIII. INFORMATION ITEMS – NO ACTION REQUIRED

No information items discussed

IX. EDUCATIONAL FEATURE

Graphic Design Program – Dr. Michelle Schlegel

Dr. Schlegel (in her 6th year as professor at MU and is the chair of the Art Department) and Ms. Ashley Ranck (junior on the Graphic Design Program) provided background and information about the Graphic Design Program. The program began in Fall 2008 in old Allen Hall and has transitioned with new faculty, new students and a new building.

There are currently 64 students between print and motion. Dr. Schlegel provide examples of how the program works, its progress as a new program and expectations of students.

Ms. Ranck talked about the positive impact the program and faculty have had on her college experience. The team, although competitive, has a strong affinity for each other to the point of assisting in each other's success. Her growth has come from other students and her passion for developing media through art. She is considering future work with advertising and working with larger corporations.

X. REPORTSGeneral Hendricks

General Hendricks provided the following report:

- Furlough/Retrenchment Update
 - Originally 44 positions (29 faculty and 15 staff)
 - Dropped to 21 positions
 - Breakout 12 faculty (17 positions removed); 9 staff (6 positions removed)
 - Continued meetings with union leadership and academic departments
 - Regular email updates to students and employees
- Chancellor's Visit on November 8
 - APSCUF and student rally – good turnout, very respectful and well managed
 - Campus open session with questions and answers
 - Tour of campus with General Hendricks
- Student Highlight – Arlene Boruchowitz
 - Anticipates graduating in three years and plans to continue her education with a law degree
 - In addition to her rigorous schedule, she is involved in many extracurricular activities such as serving as a Student Alumni Ambassador, as an Orientation Ambassador, a Gateway Program Mentor

PACT

- Previous PACT conference was at Clarion University
 - Focus on high impact practices in education
- Great turnout
- Great to hear the Chancellor speak related to his vision for the system

X. REPORTS (continued)

Student Government Association

No report provided

XI. OTHER BUSINESS

Chairman Meyer applauded, on behalf of the Council, the continued efforts of Administration for their work in a humanitarian manner through the retrenchment/furlough process.

Mr. Dennis Miller noted General Hendricks' Veterans Day video had over 125,000 views. Also, a redesign of the MU website saved an estimated \$60-75K by developing in house.

Chairman Meyer thanked Dr. Keller for all he has done for MU through is distinguished career.

XII. DATE OF NEXT MEETING

The next regular meeting of the Mansfield University Council of Trustees will be held on **Wednesday, March 26, 2013, 2:00 p.m. in the North Hall 6th Floor Community Room.**

The Mansfield University Council of Trustees annual retreat will be held on **Wednesday, January 29, 2014 in North Hall.**

XIII. ADJOURNMENT

The meeting was adjourned at 2:49 p.m.

Respectfully Submitted,

Anne Lavancher

Anne M. LaVancher
Recording Secretary

Mansfield University of Pennsylvania
Council of Trustee's Report
Purchases Over \$10,000
From 10/16/13 thru 2/15/2014

EXHIBIT B

Vendor-Name	Description	PO Number	PO Date	PO Amount
STANTEC ARCHITECTURE & ENG INC	CAMPUS MASTER PLAN AGREEMENT	3900006225	10/25/2013	\$80,000.00
DELL MARKETING LP	DELL FOR LAB REPLACEMENT COMPUTERS	4500418179	12/18/2013	61,214.25
DELL MARKETING LP	DELL FOR LAB REPLACEMENT COMPUTERS - OPTIPLEX 3010 MINITOWER STANDARD PSU (225-3268)	4500418315	12/18/2013	61,214.25
WILLIAMS OIL & PROPANE	OIL FOR FUEL INTERRUPTION JAN. 2014	4500418699	1/3/2014	54,000.00
TROJAN BOILER SERVICE	REPLACE TUBE #4 IN KEELER BOILER # 3	4500414484	11/4/2013	31,491.00
WILLIAMS OIL & PROPANE	OIL	4500419160	1/9/2014	25,387.52
CORL COMMUNICATIONS INC	COMMUNICATIONS CABLING FOR PHASE II STUDENT HOUSING STATE CONTRACT	4500418171	12/18/2013	19,180.78
KEYSTONE NORTH, INC.	FABRICATE, PRIME & PAINT, AND INSTALL A 2-RAIL SYSTEM	4000035616	1/27/2014	19,030.00
HOLIDAY INN HARRISBURG EAST	SENIOR TRANSITIONS CONFERENCE 2014	4000035298	12/6/2013	18,900.00
CHARLES F EVANS CO., INC.	REPAIRS TO NORTH HALL ROOF	4000035460	1/7/2014	17,897.00
MOHAWK MEDICAL MALL	MEDICAL EQUIPMENT FOR WELLNESS CENTER	4500418050	12/17/2013	17,643.68
SPANGLER MOTORS	2014 F150 4X2 R/C ELECTRICIANS TRUCK	4500419242	1/10/2014	17,243.00
WILLIAMS OIL & PROPANE	OIL FOR FUEL INTERRUPTION JAN. 2014	4500418620	1/2/2014	15,000.00
IMODULES SOFTWARE, INC.	ONLINE ALUMNI ENGAGEMENT SOLUTION	4000035015	10/30/2013	14,500.00
ALAN PROBST INC.	2014 ADS FOR WIDE PA TV SHOW	4500417717	12/12/2013	13,650.00
JOE TICE EXCAVATION	PROJ DM 14-10 RUSSELL FIELD DRAINAGE	4000035399	12/19/2013	13,500.00
UNIQUE SOURCE	REPLACE CARPET IN GAME ROOM	4500418512	12/20/2013	13,349.80
COLE & BURD AUTOMOTIVE	VEHICLE PURCHASE FOR RESIDENCE LIFE	4500418827	1/7/2014	13,088.05
OFFICEMAX	FURNITURE FOR NEW WELLNESS CENTER IN SPRUCE	4500417548	12/11/2013	12,322.26
ADAMS OUTDOOR ADVERTISING	DIGITAL BILLBOARD #D2205 9/23/13 - 10/20/13	4500419033	1/8/2014	11,000.00
ELLUCIAN COMPANY LP	CONSULTING FOR OCT. 2013	4500416797	12/2/2013	10,462.50
				\$540,074.09

**Mansfield University of Pennsylvania
Council of Trustee's Report
Purchases under \$10,000
From 10/16/13 thru 2/15/2014**

EXHIBIT C

Vendor-Name	DESCRIPTION	PO Date	PO Amount
CINTAS FIRE PROTECTION	TESTING AND RECHARGING OF FIRE ESTINGUISHERS	10/28/2013	\$9,561.45
IBM CORP	ANNUAL CONTRACT FOR MAINTENANCE 7/1/3 TO 6/30/14	10/25/2013	9,001.21
ELLUCIAN COMPANY LP	CONSULTING FOR DECEMBER	1/22/2014	8,887.50
BIELS INFO TECH SYSTEMS CORP	MICROFILM SCANNER FOR LIBRARY	11/20/2013	8,878.00
ADIRONDACK SOLUTIONS INC	YEARLY SUPPORT TO INCLUDE PHONE AND MINOR UPGRADES FOR HOUSING	1/7/2014	8,850.00
ADAMS OUTDOOR ADVERTISING	BILLBOARD ADVERTISEMENTS 10/21/13 - 11/17/13	11/7/2013	8,500.00
OFFICEMAX	COPY PAPER FOR INVENTORY DEPT.	12/3/2013	8,160.00
ACEN	NURSING PROGRAMM BACCALAURETTE DEGREE SITE VISIT FEB 11-13, 2014	1/30/2014	7,515.00
AGILENT TECHNOLOGIES, INC.	MOVING EQUIPMENT FOR CHEMISTRY DEPT.	11/4/2013	6,931.20
OFFICE EQUIPMENT SOURCE	XEROX WORKCENTRE COPIER	10/18/2013	6,899.00
BIGSIGNS.COM	BANNER BRACKET SETS	1/8/2014	6,392.00
H.B. MCCLURE	CLEAN & REPALCE SEAL KITS ON MUNTERS	12/11/2013	5,985.00
ELLUCIAN COMPANY LP	CONSULTING FOR JULY 2013	10/16/2013	5,962.50
ZOETEK MEDICAL	REPAIR TO STERILIZER IN GRANT SCIENCE	12/18/2013	5,924.31
SUPERSTARS OF RACING	T-SHIRT GIVEAWYAS FOR ADMISSIONS RECRUITMENT EVENTS	10/16/2013	5,587.50
SUPERSTARS OF RACING	T SHIRTS GIVEAWAYS FOR RECRUITMENT INITIATIVES	2/14/2014	5,512.50
ADAMS OUTDOOR ADVERTISING	DIGITAL BILLBOARD #D2205 08/26/13 - 09/22/13	11/20/2013	5,500.00
DIGITAL ARCHITECTURE	ACALOG - ACADEMIC CATALOG MANAGEMENT SYSTEM (ACMS) SERVICE	12/6/2013	5,402.00
WILSON RENTAL CENTER	WILSON RENTAL CENTER	12/16/2013	5,057.60
DANA WILSON	COMMISSION OF A SCORE FOR FEB-MARCH PERFORMANCE OF THE WIND ENSEMBLE	10/23/2013	5,000.00
ADAMS OUTDOOR ADVERTISING	BILLBOARD ADVERTISING	12/18/2013	5,000.00
POINTACROSS SOLUTIONS	SOFTWARE PURCHASE FY 14	10/22/2013	4,900.00
OTIS ELEVATOR CO	MECHANIC STANDBY FOR ELEVATORS IN SEPT.	1/22/2014	4,900.00
DELL MARKETING LP	COMPUTERS TO REPLACE STAFF MACHINES IN LIBRARY AND TESTING UNITS	11/11/2013	4,897.14
APL ASSOCIATES	INSTRUCTIONAL SKILLS WORKSHOP	11/19/2013	4,600.00
BURLEIGH AUTO BODY WORKS	REPAIRS TO 2012 DODGE CARAVAN	1/6/2014	4,542.25
BAYARD PRINTING GROUP	FALL 2013 MANSFIELDIAN	10/23/2013	4,537.50
PITNEY BOWES INC	DM-900 MAIL MACHINE MAINTENANCE - FT 2013/14	10/24/2013	4,500.00
TROJAN BOILER SERVICE	REBUILDING OF SECTIONAL BOILER IN MANSER HALL	11/20/2013	4,425.00
WILLIAMS OIL & PROPANE	WILLIAMS OIL & PROPANE	1/17/2014	4,315.54
SCANNX INC	SCANNX BOOK SCANCENTER	1/23/2014	4,250.00
ELLUCIAN COMPANY LP	CONSULTING FOR NOVEMBER 2013	1/8/2014	4,218.75
ELLUCIAN COMPANY LP	CONSULTING FOR SEPT. 2013	10/30/2013	4,162.50
AAC&U MEMBERSHIP	ASSOCIATION OF AMERICAN COLLEGES & UNIVERSITIES JAN 2014- DECEMBER 2014	1/2/2014	4,162.00
MONROE COMM. COLLEGE FOUNDATION	MANSFIELD UNIVERSITY MARKETING PARTNERSHIP WITH MONROE COMMUNITY COLLEGE	10/23/2013	4,000.00

**Mansfield University of Pennsylvania
Council of Trustee's Report
Purchases under \$10,000
From 10/16/13 thru 2/15/2014**

EXHIBIT C

Vendor-Name	DESCRIPTION	PO Date	PO Amount
JOKERS COAL & MORRIS BLOCK	HILLSIDE DRAINAGE AND STABILIZATION FOR RUSSELL FIELD	12/11/2013	3,628.00
GENERAL SUPPLY CO	DOOR CORE/LOCK SUPPLIES FOR LAUREL A&B BATHROOMS	11/18/2013	3,625.44
EBID SYSTEMS	SUBSCRIPTION SERVICES FOR EBID EXCHANGE SYSTEM	2/4/2014	3,500.00
PERKIN ELMER HEALTH SCIENCES INC	MOVING EQUIPMENT & UPGRADING WATER TUBING	1/14/2014	3,448.00
I D BOOTH INC	BRADLEY SHOWER VALVES FOR PROJECT 14-07	1/23/2014	3,396.00
COUNCIL FOR OPPORTUNITY IN EDUC.	MEMBERSHIP FOR COUNCIL FOR OPPORTUNITY JAN 14 TO DEC. 14	1/14/2014	3,168.00
PEOPLEFLUENT	PEOPLEFLUENT	1/27/2014	3,100.00
X-GRAIN SPORTSWEAR	HOODIES & JACKETS FOR SOFTBALL ATHLETES	11/14/2013	2,957.00
FERGUSON WATERWORKS	VALVE REPLACEMENT / WATER LOOP SOUTH CLINTON STREET	10/17/2013	2,832.36
POWELL'S SALES AND SRVICE, INC.	PURCHASE AND INSTALLATION OF THIEMAN LIFTGATE	1/13/2014	2,575.76
ZOETEK MEDICAL	PERFORM ON-SITE SERVICE CALL OF SR-24AMC STERILIZER	1/29/2014	2,515.88
REEVES AWNINGS	HUT AWNING	1/23/2014	2,500.00
SWEETWATER SOUND INC	WIRING, CABLES & WIRING FOR NEW SOUND ROOM IN STEADMAN	2/11/2014	2,495.68
GRAINGER, INC. W.W.	HOUSE CLEANING SUPPLIES	2/12/2014	2,495.63
EDU BUSINESS SOLUTIONS	ANNUAL SOFTWARE SUPPORT - PRINT SHOP PRO LIGHT	10/18/2013	2,409.30
3M LIBRARY SYSTEMS	RFID DETECTION SYSTEM 5511203028 KIM BAKLEY RENEWAL PERIOD 1/11/14 TO 1/10/15	1/16/2014	2,302.52
PARSONS PIPE ORGAN BUILDERS	ORGAN TUNING	1/15/2014	2,239.00
I D BOOTH INC	DECKER SHOWER VALVE REPLACEMENTS	1/17/2014	2,226.19
NACAC	NACAC FAIR BOOTH REGISTRATION FEBRUARY 6 & 7, 2014 PITTSBURGH, PA	12/5/2013	2,160.00
AG-N-POWER LLC	SALT SPREADER	12/10/2013	2,141.98
TYPNADY BALLOON ADVENTURES	NIGHT FOOTBALL GAME-HOT AIR BALLOON	10/28/2013	2,019.36
CAMPUS BOOKSTORE CCSI	MU LAMINATED FOLDERS FOR ACCEPTED STUDENT LETTERS	1/13/2014	2,000.00
GRAINGER, INC. W.W.	HOUSEKEEPING SUPPLIES 5511310300 DONNA EMMICK	11/5/2013	1,984.90
PENOCO, INC.	ASBESTOS REMOVAL FROM DECKER GYM	12/10/2013	1,923.00
KEVIN SMITH AMUSEMENTS	MOVE POOL TABLES FROM OLD DORMS TO SPRUCE AND SYCAMORE	11/4/2013	1,900.00
FLUID PINPOINTING SERVICES INC.	WATER LINE LEAK REPAIR	1/2/2014	1,815.00
CAMPUS BOOKSTORE CCSI	PENS FOR RECRUITMENT PROGRAMMING	11/12/2013	1,800.00
WATS BROADCASTING INC	ADS DURING SCHOLARSHIP CHALLENGE 2014	11/14/2013	1,800.00
CINTAS FIRE PROTECTION	INSPECTION OF KITCHEN FIRE SYSTEM	10/28/2013	1,780.00
CAMPUS BOOKSTORE CCSI	BOOKS FOR GATEWAY STUDENTS 5511214001 LAURIE BUCK	2/3/2014	1,774.75
JAMES STECKLEY HOOD & DUCT CLEANING	CLEANING KITCHEN GREASE EXHAUST SYSTEM	1/14/2014	1,700.00
WERNER COACH	RECRUITMENT BUS TRIP FROM PHILADELPHIA 11/14/13 5511204005	10/23/2013	1,656.00
SYRACUSE SCENERY & STAGE LIGHTING	REPAIRS TO DECKER HALL CURTAINS	1/27/2014	1,600.00
GRAINGER	HOUSEKEEPING SUPPLIES (RESIDENCE LIFE)	1/13/2014	1,594.71
CLEAR CHANNEL BROADCASTING INC	DEC. & JAN. COMMERCIALS	2/13/2014	1,520.00

**Mansfield University of Pennsylvania
Council of Trustee's Report
Purchases under \$10,000
From 10/16/13 thru 2/15/2014**

EXHIBIT C

Vendor-Name	DESCRIPTION	PO Date	PO Amount
NORTHERN TIER TREE SERVICE	GRINDING OF TREE STUMPS, REMOVAL OF CHIPS & OLD MULCH ON CAMPUS	1/27/2014	1,500.00
TOPP BUSINESS SOLUTIONS	REPAIR OF PRINTSHOP MACHINE	1/28/2014	1,500.00
EMTA INC	PURCHASE OF BUS FARES FOR MANSFIELD UNIVERSITY STUDENTS	1/24/2014	1,489.50
WOLF'S BUS LINES INC	TRANSPORTAION FOR THE JOHN HARRIS HIGH SCHOOL BUS VISIT	11/20/2013	1,485.00
BROADCAST MUSIC, INC.	BROADCAST MUSIC INC. LICENSE FEE JULY 1, 2013-JUNE 30, 2014	11/5/2013	1,465.41
AMERICAN ROCK SALT COMPANY LLC	BULK ICE CONTROL SALT	2/12/2014	1,432.16
AMERICAN ROCK SALT COMPANY LLC	BULK ICE MELT	2/13/2014	1,432.16
BIELS INFO TECH SYSTEMS CORP	SCANNER MAINTENANCE	1/15/2014	1,425.00
KEVIN SMITH AMUSEMENTS	RECOVERY OF 2 POOL TABLES	11/27/2013	1,400.00
AMERICAN ROCK SALT COMPANY LLC	BULK ICE CONTROL SALT	1/13/2014	1,389.42
AMERICAN ROCK SALT COMPANY LLC	BULK ICE CONTROL SALT	1/8/2014	1,384.86
WETM CHANNEL 18	TV COMMERCIALS	1/17/2014	1,377.00
AMERICAN ROCK SALT COMPANY LLC	BULK ICE CONTROL SALT	12/17/2013	1,372.32
CAMPUS BOOKSTORE CCSI	POLOS FOR MOUNTIE AMBASSADORS	12/10/2013	1,365.00
ASICS AMERICA	CLOTHING FOR WOMEN'S CROSS COUNTRY TEAM TO THE NCAA CHAMPIONSHIP	11/11/2013	1,339.50
DOUBLE TREE INN	REGIONAL RECEPTION HOSTED BY ADMISSION	12/16/2013	1,324.19
AMERICAN ROCK SALT COMPANY LLC	BULK ICE CONTROL SALT	10/18/2013	1,285.12
WICZ	TV ADS FOR FOURTH QUARTER OCT 1 TO DEC. 31 2013 \$425.00/MO.	10/23/2013	1,275.00
CAMPUS BOOKSTORE CCSI	MU 9X24 PENNANTS FOR RECRUITMENT INITIATIVES	12/5/2013	1,254.75
LAMAR TEXAS LIMITED PARTNERSHIP	BILLBOARD - WILLIAMSPORT METRO E	10/16/2013	1,250.00
MEDICAL SOLUTIONS	MEDICAL EQUIPMENT FOR NEW WELLNESS CENTER IN SPRUCE	1/13/2014	1,247.40
BLACKBOARD TRANSACT	NCR REGISTERS POSREADY 2009 UPGRADE FOR REGISTERS IN DINING SERVICES	10/25/2013	1,225.00
CENTRAL GARDEN DISTRIBUTION	MATERIALS FOR TURF MAINTENANCE	12/18/2013	1,223.52
GENERAL SUPPLY CO	TUBULAR DEADBOLT FOR LAUREL A & B BATHROOMS	10/25/2013	1,212.00
OFFICEMAX	PAMPHLET DISPLAY RACK	1/13/2014	1,203.04
CROWNE PLAZA VALLEY FORGE	REGIONAL RECEPTION, HOSTED BY THE ADMISSIONS OFFICE	12/17/2013	1,200.00
COLONIAL RADIO OF WILLIAMSPORT	ESPN PRIME TIME - NOVEMBER 2013 BILLING	1/8/2014	1,200.00
LAMAR TEXAS LIMITED PARTNERSHIP	BILLBOARD ADVERTISING	1/13/2014	1,200.00
TOBEY-KARG SERVICE AGENCY INC	VHP MOTORS FOR OAK/HICKORY	11/6/2013	1,145.28
NLNAC	NATIONAL LEAQUE FOR NURSING MEMBERSHIP RENEWAL 1/1/14-12/31/14	10/29/2013	1,130.00
ENGAGED ENTERTAINMENT	COMMENCEMENT VIDEO FALL	1/22/2014	1,100.00
ADVANCED CHEMISTRY DEVELOPMENT	ADVANCED CHEMISTRY DEVELOPMENT SOFTWARE	10/29/2013	1,079.00
SIMPLEX GRINNELL	REPAIR & PARTS FOR FIRE ALARMS	1/28/2014	1,062.19
LAMBS CREEK INC.	MEALS FOR MEN'S BASKETBALL TIP-OFF BANQUET	11/12/2013	1,055.33
BURLEIGH AUTO BODY WORKS	PA COLLEGIATE BAND ASSOCIATION	10/16/2013	1,038.60

**Mansfield University of Pennsylvania
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EXHIBIT C

Vendor-Name	DESCRIPTION	PO Date	PO Amount
POSTMASTER MANSFIELD	FIRST CLASS PRESORT, STANDARD MAIL & BRM PERMITS FOR FISCAL YEAR 2013/2014	12/3/2013	1,035.00
MARYLAND HIGHER ED COMMISSION	AUTHORIZATION FEE FOR DISTANCE ED	12/17/2013	1,000.00
COLLEGE PORTRAIT C/O VSA	COLLEGE PORTRAIT: VOLUNTARY SYSTEM OF ACCOUNTABILITY	2/12/2014	1,000.00
TAYLOR PRODUCTS	REPAIR OF ICE CREAM MACHINE IN MANSER	1/23/2014	987.62
CREATIVE DESIGNS	BASEBALL T-SHIRTS	2/6/2014	986.00
TIOGA COUNTY VISITORS BUREAU	TIOGA COUNTY VISITOR'S GUIDE AD	10/28/2013	985.00
BSN SPORTS	BASEBALL JACKETS	2/12/2014	984.40
WETM CHANNEL 18	SEPT. FOOTBALL GAME TV SPOTS	11/5/2013	973.25
TIOGA PUBLISHING COMPANY	PRISM CONCERT AD	11/6/2013	965.20
ZOETEK MEDICAL	MAINTENANCE ON STERILIZER- BIOLOGY	11/14/2013	925.00
REDROCK SOFTWARE CORP	REDROCK SOFTWARE CORP - LICENSE RENEWAL	12/5/2013	899.00
OVRHD DOOR CO OF ELMIRA	SERVICE CALLS TO REPAIR MOBILE STATION DOOR	10/23/2013	883.00
AKROM ASSOCIATES	SLICER REPAIRS IN MANSER	12/12/2013	883.00
SWEETWATER SOUND INC	HEADPHONES & HEADPHONE MONITOR FOR NEW SOUND ROOM IN STEADMAN	2/11/2014	876.00
KEVIN SMITH AMUSEMENTS	RELOCATION OF SHUFFLEBOARD TO LAUREL HALL	1/31/2014	875.00
DELL MARKETING LP	LAPTOP FOR LARRY NESBITT	11/11/2013	855.77
LAMAR TEXAS LIMITED PARTNERSHIP	BILLBOARD 10/29/13 - 11/25/13 WILLIAMSPORT METRO, PA RT 15 N @ EASTERN WOOD PRODUCTS	11/7/2013	850.00
LAMAR TEXAS LIMITED PARTNERSHIP	BILLBOARD 11/26/13 - 12/23/13 WILLIAMSPORT METRO RTE 15N @ EASTERN WOOD PRODUCTS	12/10/2013	850.00
LAMAR TEXAS LIMITED PARTNERSHIP	BILLBOARD 12/24/13 - 01/20/14 WILLIAMSPORT METRO RT 15N @ EASTERN WOOD PRODUCTS N/B	1/13/2014	850.00
WLVY/WELM	DEC & JAN COMMERCIALS	2/13/2014	834.00
PREFERRED DATA IMAGING	PANASONIC TONER	2/14/2014	827.84
CORNING AREA CHAMBER COMMERCE	CORNING CHAMBER MEMBERSHIP 2014	11/13/2013	812.90
AKROM ASSOCIATES	SENSOR REPAIR ON DISHWASHER	11/12/2013	812.42
EQUIPMENT DEPOT	BATTERIES FOR BIG JOE MACHINE IN STOREROOM	1/13/2014	810.40
GRAINGER, INC. W.W.	LARGE CAN LINERS	1/16/2014	805.20
WBRE/WYOU	DEC/JAN COMMERCIALS	2/14/2014	800.00
AKROM ASSOCIATES	REPAIRS TO DISHWASHER	10/18/2013	795.20
DELL MARKETING LP	DEMO UNIT FOR POSSIBLE COMPUTER REPLACMENT FOR ALLEN HALL PC LAB	10/29/2013	792.54
DEHART, W. A.	CONCESSION STAND SUPPLIES	2/13/2014	775.88
EDEN RESORT & CONF CENTER	REGIONAL RECEPTION, HOSTED BY THE ADMISSIONS OFFICE	12/19/2013	775.00
ENTERPRISE RENTAL	UHAUL RENTAL FOR STUDENTS MOVE INTO SYCAMORE 9/27-9/29/13	10/23/2013	753.05
KATHERINE WESSINGER-BOZIC	SINGING AND TRAVEL EXPENSES FOR THE MAJOR WORKS CONCERT	12/11/2013	750.00
THE DREAM SHARE PROJECT LLC	SENIOR CONFERENCE - MARCH 30, 2014	12/12/2013	750.00
TIME WARNER	OCT/NOV COMMERCIALS	2/14/2014	749.25
NESTORS SERVICE CENTER	SERVICED SANITARY LINE BACKED UP ON 10/17/13 IN MANSER DINING	11/20/2013	744.00

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Vendor-Name	DESCRIPTION	PO Date	PO Amount
I D BOOTH INC	ALLEN HALL RESTROOM PARTS	1/23/2014	734.08
TOTAL DOOR SERVICE	FURNISH & INSTALL NEW ELS BOARD ON NORTON OPERATOR	11/13/2013	703.45
VAASL VOICE	ADS IN VIRGINIA ASSOCIATION OF SCHOOL LIBRARIANS	10/16/2013	700.00
BEST WESTERN-GRAND VICTORIAN INN	REGIONAL RECEPTION, HOSTED BY THE ADMISSIONS OFFICE	12/17/2013	700.00
CAMPUS BOOKSTORE CCSI	BOOKSTORE CERTIFICATES FOR MAP-WORKS	10/16/2013	695.00
TITAN SPORTS & GRAPHICS	T-SHIRTS TO BE GIVEN OUT TO JUNIOR MOUNTIES BASKETBALL PARTICIPANTS	1/8/2014	688.50
BEST WESTERN @ LEHIGH VALLEY	REGIONAL RECEPTION, HOSTED BY THE ADMISSIONS OFFICE	12/17/2013	678.00
ELLUCIAN, INC.	CLASS WEB INTELLIGENCE	12/19/2013	675.00
KEVIN SMITH AMUSEMENTS	MOVE OF SHUFFLEBOARD ON JAN. 8, 2014	1/29/2014	665.00
CAMPUS BOOKSTORE CCSI	T-SHIRTS FOR IMPACT MENTORING PROGRAM	10/24/2013	660.00
KNIGHT EDUCATIONAL SERVICES	LETHAL WEAPONS TRAINING	11/19/2013	660.00
LAMAR TEXAS LIMITED PARTNERSHIP	BILLBOARD ADVERTISING	2/14/2014	650.00
WHITNEYVILLE GLASS CO	INSTALL TEMPERED GLASS IN RETAN	11/18/2013	649.00
SHEESLEY SEWER SERVICE	CLEANING SEWER LINES FROM MANHOLES	11/1/2013	641.00
BSN SPORTS	HAT FOR BASEBALL ATHLETES	11/7/2013	640.59
BSN SPORTS	SOCCER CAMP SHIRTS	1/30/2014	610.56
BSN SPORTS	T-SHIRTS FOR BASEBALL WINTER CLINIC	1/23/2014	603.00
COLONIAL RADIO OF WILLIAMSPORT	ESPN PRIME TIME OCT. BILLING	10/29/2013	600.00
DERREK STARK	GUEST SINGER FOR THE MAJOR WORKS CONCERT IN APRIL	12/19/2013	600.00
FRED PRYOR/CAREER TRACK	YEARLY MEMBERSHIP FOR AMY SMITH, MANSFIELD UNIVERSITY 1-14 TO 1-15	1/8/2014	597.00
JOBTARGET LLC	ONE CLICK JOBTARGET SUBSCRIPTION	1/13/2014	597.00
KBF PRINT TECHNOLOGY	ENVELOPES STUDENT ACCTS	1/21/2014	594.00
SPORTS LOCKER	WOMEN'S BASKETBALL SUMMER LEAGUE T-SHIRTS 5513441050 R. COLBY	2/11/2014	591.00
KEYSTONE MOBILE SHREDDING INC	SHREDDING FOR VARIOUS DEPTS ON CAMPUS	11/4/2013	576.00
MANSFIELD CHAMBER OF COMMERCE	MANSFIELD CHAMBER OF COMMERCE DUES 2014	1/15/2014	570.00
PARIS HEALTHCARE LINEN	BED PACKS FOR ADMISSIONS OVERNIGHT STAY IN LAUREL	10/23/2013	532.00
THOMPSON PUBLISHING GROUP INC.	FEDERAL GRANTS MGMT BOOK	1/8/2014	516.99
TIOGA PUBLISHING COMPANY	PRISM ADVERTISEMENTS	12/11/2013	510.00
DEHART, W. A.	ITEMS FOR CONCESSION STAND	11/12/2013	501.06
NCHC	NATIONAL COLLEGIATE HONORS COUNCIL MEMBERSHIP	10/30/2013	500.00
RLM SPORTS	FALL SEASON ADS 2013	11/5/2013	500.00
NATIONAL WRITING PROJECT	NATIONAL WRITING PROJECT MEMBERSHIP 2013/2014	11/12/2013	500.00
ACBSP	ACCREDITATION COUNCIL FOR BUSINESS SCHOOLS AND PROGRAMS ANNUAL FEE	12/19/2013	500.00
NATIONAL WRITING PROJECT	NATIONAL WRITING PROJECT MEMBERSHIP FOR 7/1/14 TO 6/30/15	1/30/2014	500.00
RADISSON HOTEL CORNING	REGIONAL RECEPTION, HOSTED BY THE ADMISSIONS OFFICE	12/16/2013	475.38

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TONY'S TIOGA TROLLEY	TRANSPORTATION FOR SEPT. 14TH FOOTBALL GAME	10/24/2013	475.00
SUPERSTARS OF RACING	BLACK & RED SCARVES WITH EMBROIDERY MOUNTIE AMBASSADORS RECRUITMENT INITIATIVES	1/30/2014	475.00
KUTZTOWN UNIVERSITY FOUNDATION	T&F LETTER FUNDRAISER	10/17/2013	465.00
TIOGA PUBLISHING COMPANY	FEBRUARY NEWSPAPER AD MANSFIELD ALUMNI RECEPTION	11/7/2013	440.86
NATL ASSN OF COLLEGES & EMPLOYERS	NATIONAL ASSOCIATION OF COLLEGE EMPLOYEES MEMBERSHIP MARCH 2014-FEBRUARY 2015	2/12/2014	425.00
WLVY/WELM	OCT 2013 SPOTS 5511510001 CHRISTIE MARTIN	11/14/2013	417.00
WLVY/WELM	COMMERCIALS NOV. 2013	12/12/2013	417.00
HOLIDAY INN * WILLIAMSPORT	REGIONAL RECEPTION, HOSTED BY THE ADMISSIONS OFFICE	12/16/2013	410.00
SESAC, INC	SOCIETY OF EUROPEAN STAGE AUTHORS AND COMPOSERS MUSIC LICENSE 7/1/13 TO 6/30/14	1/8/2014	408.05
D & S ENTERPRISES	WHEEL/TIRE ASSEMBLY FOR GROUND MAINTENANCE	12/17/2013	406.99
ELLUCIAN, INC.	CLASS RESEARCH FUNDAMENTALS	11/26/2013	405.00
ELLUCIAN, INC.	CLASS RESEARCH FUNDAMENTALS	12/6/2013	405.00
C&J CATERING LLC	COFFEE SERVICE FOR 11/21/13 LIBRARY COUNCIL MEETING	12/2/2013	403.02
LAMAR TEXAS LIMITED PARTNERSHIP	BILLBOARD SUNBURY/SENLINSGROVE/SHAMOKIN, PA RTE 11/15 N/O LIVERPOOL N/B 10/7/13 - 11/3/13	10/17/2013	400.00
PHENSA, INC.	PENNSYLVANIA HIGHER EDUCATION NURSING SCHOOLS ASSOCIATION MEMBERSHIP DUES 2013-2014	11/20/2013	400.00
WBRE/WYOU	COMMERCIALS FOR NOV. 2013	12/12/2013	400.00
NATIONAL MINORITY UPDATE	NATIONAL MINORITY UPDATE AD	10/28/2013	396.00
NATIONAL MINORITY UPDATE	OCT. MAGAZINE AD	2/13/2014	396.00
E STROUDSBURG AREA SCHOOL DISTRICT	EAST STROUDSBURG AREA SENIOR HIGH SCHOOL - SOUTH 2013/14 YEARBOOK AD 1/2 PAGE	11/20/2013	395.00
PMEA	PA MUSIC EDUCATORS ASSOCIATION WINTER ISSUE	12/19/2013	395.00
WAITZ CORPORATION	GRADUATE ADMISSIONS PEN GIVEAWAYS	1/2/2014	395.00
BURLEIGH AUTO BODY WORKS	REPAIRS TO CAR #1	11/26/2013	389.89
PEPSI COLA COMPANY	PEPSI & WATER FOR VISIT DAY	11/20/2013	386.82
SUSANNAH SMITH	CATERING - LOCAL ORGANIC ITALIAN DINNER WITH DRINKS AND DESSERTS	10/31/2013	385.00
CHEFS TABLE	THE REGIONAL RECEPTION, HOSTED BY THE ADMISSIONS OFFICE	1/22/2014	385.00
ROBERT M. SIDES	PRACTICE PADS & DRUMSTICKS	2/10/2014	378.00
WILD ROSE INC.	STONE FOR LOWER DECKER PAD	11/18/2013	372.00
ALA/AASL	AMERICAN ASSOCIATION OF SCHOOL LIBRARIANS MEMBERSHIP	1/15/2014	371.00
CAMPUS BOOKSTORE CCSI	ITEMS FOR CLAW GAME IN GAME ROOM	10/24/2013	367.40
BEADFORLIFE	BEADSFORLIFE SUPPLIES & TRAVEL FOR WOMEN'S CONFERENCE	10/25/2013	362.26
AD IMAGE	COLLEGE MARCHING BAND FESTIVAL PROGRAM BOOK. FULL PAGE/MUSIC	10/28/2013	350.00
PAC-TE	THE PENNSYLVANIA ASSOCIATION OF COLLEGES AND TEACHER EDUCATORS ANNUAL DUES	10/29/2013	330.00
TITAN SPORTS & GRAPHICS	EMBROIDERY DONE ON COACHES AND ATHLETES TRACK & FIELD UNIFORMS	1/17/2014	323.50
HOLIDAY INN BINGHAMTON ARENA	REGIONAL RECEPTION, HOSTED BY THE ADMISSIONS OFFICE	12/17/2013	315.00
WILLIAMSPORT SUN-GAZETTE	AD FOR SURPLUS ITEM SALE	11/18/2013	312.96

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NATIONAL PARTNERSHIP	NATIONAL PARTNERSHIP MEMBERSHIP FEE 9/1/2013-7/31/2014	11/5/2013	300.00
PENOCO, INC.	TEST FOR THE PRESENCE O ASBESTOS CONTAINING MATERIALS AT GRANT HALL	11/6/2013	300.00
ROBERT DUNHAM	ORGAN ACCOMPANYING FOR HOLIDAY CONCERT	12/9/2013	300.00
DRESSEL WELDING SUPPLY INC	CYLINDER RENTAL TO PAINT LINES OF ATHLETIC FIELDS	12/9/2013	300.00
PIOGA	2014 PIOGA ANNUAL MEMBERSHIP DUES- ASSOCIATE MEMBER	2/10/2014	300.00
COMPANSOL	ANNUAL SUPPORT BLUMEN SUPPORT PLAN FOR TRIO	2/11/2014	299.00
CAMPUS BOOKSTORE CCSI	FILE FOLDERS FOR PROSPECTIVE STUDENT ACCEPT LETTERS	12/17/2013	295.00
PRSA MEMBER SERVICES	PUBLIC RELATIONS SOCIETY OF AMERICA 3/1/2014-2/28/2015	1/23/2014	295.00
DEHART, W. A.	CONCESSION STAND ITEMS	1/23/2014	294.71
WNBT	PRISM CONCERT ADVERTISEMENT	11/5/2013	292.00
PENN WELLS HOTEL & LODGE	LODGING FOR GUEST PERSON FOR PRISM CONCERT	11/11/2013	290.00
PA RURAL WATER ASSOCIATION	PA RURAL WATER ASSOCIATION MEMBERSHIP DUES	1/24/2014	289.00
KEYSTONE MOBILE SHREDDING INC	MOBILE SHREDDING SERVICE 1/21/14 VARIOUS DEPTS ON CAMPUS	1/29/2014	286.00
MARKS CARPET CLEANING	CARPET CLEANING AT DOANE CENTER	2/3/2014	285.00
MANSFIELD EMBROIDERY	SHIRTS FOR STUDENT ALUMNI AMBASSADORS	11/12/2013	280.00
GREGORY'S RESTAURANT & LOUNGE	BREAKFAST BUFFET COMMENCEMENT MORNING	1/22/2014	279.74
CAMPUS BOOKSTORE CCSI	FILE FOLDERS FOR VISITS 5511204000/607200 LINDY HAMPSHER	12/2/2013	279.00
KUZNESKI PRECISION	SHAFTS FOR ENTHALPY WHEELS FOR ENERGY RECOVERY UNITS IN OAK & HICKORY	12/17/2013	278.92
THOMPSON'S FOOD SERVICE	HOT DOGS FOR CONCESSION STAND	1/8/2014	274.80
NAFSA PUBLICATIONS CENTER	NAFSA ADVISERS MANUEL	12/5/2013	265.00
BREDE EXPOSITION SERVICES	NCTE CONFERENCE IN BOSTON, MA NOVEMBER 22-24, 2013	10/31/2013	261.11
PEPSI COLA COMPANY	SODA & WATER FOR ADMISSIONS & ORIENTATION	1/21/2014	252.10
CPUB	COMMONWEALTH OF PA UNIVERSITY BIOLOGISTS MEMBERSHIPS	10/16/2013	250.00
TIOGA PUBLISHING COMPANY	INTERCOLLEGIATE BAND EVENT AD	11/6/2013	250.00
TIOGA PUBLISHING COMPANY	WIND ENSEMBLE AD	11/6/2013	250.00
BINGHAMTON YTH SYMPHONY ORCHESTRA	ADVERTISEMENT IN MAGAZINE PROGRAM	11/13/2013	250.00
TIMOTHY DART	AUDIO SUPPORT FOR FALL COMMENCEMENT 2013	11/27/2013	250.00
NCAA	MEN'S BASKETBALL NCAA VIOLATION FINE FEBRUARY 1, 2013	12/2/2013	250.00
CENTER FOR EDUCATION AND	HUMAN RESOURCE BOOK	11/7/2013	248.25
PEPSI COLA COMPANY	PEPSI FOR CONCESSION STAND	1/13/2014	241.56
J.W. PEPPER & SON INC	MUSIC FOR WIND ENSEMBLE	10/16/2013	240.92
CAST & CREW	LEADERSHIP WORKSHOP LUNCH FOR TRIO STUDENTS	10/18/2013	234.00
MANSFIELD COMFORT INN	LODGING FOR PRISM GUEST	1/13/2014	230.82
TIOGA PUBLISHING COMPANY	AD FOR SURPLUS ITEMS SALE	10/28/2013	229.70
THE FIRST ARENA	MANSFIELD UNIVERSITY RECRUITMENT EVENT AT THE ELMIRA JACKALS DECEMBER 11	12/2/2013	225.00

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EQUIPMENT DEPOT	REPAIRS ON BIG JOE MACHINE IN STOREROOM	10/17/2013	216.00
AMERICAN HISTORICAL ASSOCIATION	AMERICAN HISTORICAL ASSOCIATION ANNUAL MEMBERSHIP DUES, 7/1/2013-7/1/2014	10/23/2013	214.00
ABC-CLIO	SCHOOL LIBRARY MONTHLY STUDENT SUBSCRIPTION	1/15/2014	210.00
RICHARD DOUTY	PEST CONTROL FOR PRESIDENT'S HOUSE	11/20/2013	205.00
TRAPUZZANO	CARGO PANTS FOR UNIVERSITY POLICE	1/2/2014	201.97
TIMES SHAMROCK WEEKLY GROUP	AD FOR SURPLUS ITEM SALE	11/18/2013	200.28
COURTYARD BASKING RIDGE	THE REGIONAL RECEPTION, HOSTED BY THE ADMISSIONS OFFICE	1/7/2014	200.01
NIGHT & DAY COFFEE CAFE	CATERING INVOICE FOR MARCELLUS SPEAKER SERIES 9/12/13	10/18/2013	200.00
MANSFIELD HIGH SCHOOL	MHS 2014 YEARBOOK. BANNER IN GYM/AD/MU ANNOUNCEMENT DURING GAMES	11/14/2013	200.00
NORTHERN TIER SOLID WASTE AUTHORITY	CONTRACTOR USED MU DUMPSTER FOR THEIR CONTRACT TRASH	10/31/2013	196.94
CAMPUS BOOKSTORE CCSI	MU 2 PKT FOLDERS FOR RECRUITMENT EVENTS	12/2/2013	194.40
FIVE THOUSAND FORMS, INC.	A/P CHECK STOCK	1/8/2014	191.87
TIOGA PUBLISHING COMPANY	INDIAN CLASSICAL MUSIC AD	11/6/2013	189.00
JILL D. CROSS	STONE FOR VALVE REPLACEMENT FOR THE WATER LOOP	10/31/2013	187.37
BPD ASSOC OF BACCALAUREATE	BPD ASSOC OF BACCALAUREATE MEMBERSHIP	11/14/2013	185.00
LAMBS CREEK INC.	OCTOBER 4, 2013 RECRUITMENT EVENT TIED TO OUR OVERNIGHT VISIT	12/2/2013	185.00
ATHENS AREA HIGH SCHOOL	2014 YEARBOOK AD FOR ATHENS AREA HIGH SCHOOL	12/12/2013	185.00
JILL D. CROSS	STONE DELIVERY	1/21/2014	180.65
NYSTAA	NEW YORK STATE TRANSFER AND ARTICULATION ASSOCIATION MEMBERSHIP RUNS 7/1/13 TO 6/30/14	10/24/2013	180.00
PENNY SAVER INC	AD FOR SURPLUS ITEM SALE	11/18/2013	175.50
GREGORY ORR	PHOTOGRAPHY SERVICES FOR SEPT. 14TH FOOTBALL GAME	10/24/2013	175.00
GREGORY ORR	PHOTOGRAPHY SERVICES FOR FIELD HOCKEY VS WEST CHESTER AND SPRINT FOOTBALL VS CORNELL	11/7/2013	175.00
NAGLEE MOVING & STORAGE	MOVING EXPENSES	12/6/2013	175.00
NCURA	NATIONAL COUNCIL OF UNIVERSITY RESEARCH ADMINISTRATORS MEMBERSHIP 1/1/14-12/31/14	1/23/2014	175.00
OFFICE EQUIPMENT SOURCE	XEROX WORKCENTRE COPIER CHARGES	2/12/2014	175.00
GE BETZ, INC.	PARTS FOR UTILITY PLANT WATER SOFTENER REPAIR	10/25/2013	172.72
NORTHERN TIER SOLID WASTE AUTHORITY	ROLLOFF HAULING	11/6/2013	170.68
TIMES SHAMROCK WEEKLY GROUP	SEPT. ADVERTISEMENT	10/17/2013	170.06
PENOCO, INC.	TO TEST FOR THE PRESENCE OF ASBESTOS CONTAINING BUILDING MATERIALS AT THE DECKER GYM.	11/20/2013	165.00
WDKC 101.5	PRISM AD FOR ENSEMBLE PERFORMANCE	10/16/2013	150.00
WNBT	PRISM RADIO AD FOR DEPARTMENT PERFORMANCE	10/16/2013	146.00
LYRASIS	11/15/2013 RDA 4: AUTHORITY RECORDS TRAINING FOR JAMEY HARRIS	12/18/2013	145.00
CAMPUS BOOKSTORE CCSI	GIFTS FOR CHINESE EXCHANGE	11/13/2013	143.50
ENTERPRISE RENT-A-CAR	VEHICLE RENTAL PURCHASING CONFERENCE	10/29/2013	138.00
DEHART, W. A.	ITEMS FOR CONCESSION STAND	1/15/2014	135.53

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NATIONAL SOCIETY FOR	NATIONAL SOCIETY FOR EXPERIENTIAL EDUCATION (NSEE) ANNUAL MEMBERSHIP: JAN. 2014-DEC. 2014.	11/21/2013	135.00
ROBERT M. SIDES	HUMIDIFIER LIQUID FOR THE PIANO DAMP CHASER SYSTEM	1/16/2014	135.00
PENNY SAVER INC	ADVERTISING FOR SOCCER WINTER CLINICS	2/14/2014	132.60
CAMPUS BOOKSTORE CCSI	HOODS, TASSELS, GIFT CERTIFICATES FOR COMMENCEMENT	1/27/2014	131.88
C&J CATERING LLC	FACULTY TRAINING/WORKSHOP AT DIXON CENTER OCTOBER 19, 2013.	10/23/2013	131.40
ELLUCIAN, INC.	CLIENT SUPPORT OVERAGE FOR OCT 2013	12/2/2013	125.00
WELLSBORO HIGH SCHOOL	USE OF GYMNASIUM FOR VOLUNTEER WORK FOR ANIMAL CARE SANCTUARY IN PR WORKSHOP CLASS	10/29/2013	123.56
TIMELESS DESTINATIONS	TIMELESS DESTINATIONS RESTAURANT - SEARCH TEAM DINNER W/CANDIDATE	12/5/2013	122.60
ENTERPRISE RENT-A-CAR	CAR RENTAL FOR HR TRIP TO HARRISBURG	10/23/2013	121.40
THE PENN STATER CONFERENCE CENTER	HR DIRECTORS MEETING CALL-IN	1/8/2014	120.00
PUDGIES PIZZA	JAZZ BAND & MANSFIELDIANS PIZZA & SODA DURING REHEARSAL	10/29/2013	116.08
JOHN WILEY AND SONS	STUDENT AFFAIRS TODAY SUBSCRIPTION RENEWAL JAN 2014 - DEC 23, 2014	10/23/2013	112.50
JOHN WILEY AND SONS	DEAN & PROVOST" SUBSCRIPTION MARCH 2014-FEB 2015	12/19/2013	111.00
MANSFIELD COMFORT INN	OVERNIGHT ACCOMODATION FOR ESPN RADIO HOST IAN CATHERINE	12/2/2013	107.91
OVRHD DOOR CO OF ELMIRA	PARTS FOR BROOKS DOOR	1/23/2014	105.00
ROY JUSTICE	MILEAGE REIMBURSMET FOR ROY JUSTICE 3 SHOWS	11/20/2013	103.89
DEHART, W. A.	ITEMS FOR CONCESSION STAND	1/13/2014	100.87
DAVID DRISKELL	PERFORMER FOR MUSIC DEPT	10/22/2013	100.00
NORTH PENN HIGH SCHOOL	NORTH PENN HS YEARBOOK AD	10/28/2013	100.00
SARAH PATTON	HONORARIUM FOR UNIVERSITY DAYS SPECIAL GUEST SPEAKER	12/10/2013	100.00
ENTERPRISE RENT-A-CAR	CAREER CENTER GRAD TRIP TO PENN STATE	10/30/2013	99.00
KEYSTONE WELDING & FAB	REPAIRS TO DECKER ELEVATOR	10/23/2013	96.34
DEHART, W. A.	ITEMS FOR CONCESSION STAND	12/2/2013	90.90
DEHART, W. A.	CONCESSION STAND ITEMS	2/10/2014	90.90
CHRONICLE OF HIGHER EDUCATION	CHRONICLE SUBSCRIPTION	12/11/2013	87.00
EDUCATIONAL TESTING SERVICE	SAT REPORTS 5511204000 LINDY HAMPSHER	1/22/2014	83.80
BIMBO FOODS INC.	ITEMS FOR CONCESSION STAND	11/12/2013	83.20
JESS MCKEE	FOOD FOR PSYCHOLOGY DEPT. RETREAT	1/8/2014	80.56
PACISE	PACISE 2014 ANNUAL DUES	12/5/2013	80.00
THE CHRONICLE OF HIGHER EDUCATION	ONLINE CHRONICLE OF HIGHER ED 9/10/13 TO 9/19/14	10/23/2013	76.00
THE CHRONICLE OF HIGHER EDUCATION	CHRONICLE OF HIGHER EDUCATION 1 YEAR SUBSCRIPTION	1/15/2014	76.00
ELMIRA STAR GAZETTE	AD FOR SURPLUS ITEMS SALE	10/28/2013	74.55
JAMES R MACK III	12/5/13 - MOUNTIE AMBASSADOR - HIGH SCHOOL VISIT TRAINING	12/12/2013	73.46
TAYLOR AND FRANCIS	THE MAGAZINE OF HIGHER LEARNING VOLUMES 046/01-046/06	1/23/2014	70.00
SPITZ, INC.	REPLACEMENT KEY #311 (EAO) FOR PROJECTION SYSTEM KEY -PLANETARIUM PROJECTION	11/4/2013	65.00

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PENNY SAVER INC	CHRISTMAS HOLIDAY CONCERT AD	1/13/2014	65.00
CAMPUS BOOKSTORE CCSI	RECRUITMENT GIVEAWAY	12/5/2013	62.32
BRUCE DART	PHOTO OF STUDENT TRUSTEE	10/23/2013	60.00
ROBERT M. SIDES	TECHNIQUE BOOKS FOR ORCHESTRA	10/16/2013	57.52
GRAMMA'S KITCHEN	REFRESHMENTS FOR PARTICIPATING TEACHERS	2/4/2014	55.00
CAMPUS BOOKSTORE CCSI	ITEMS FOR NCAA NATIONAL CHAMPIONSHIP	11/22/2013	50.17
EASFAA	EASTERN ASSOCIATION FOR STUDENT FINANCIAL AID ADMINISTRATORS MEMBERSHIP	11/12/2013	50.00
GROVER CHURCH OF CHRIST	1/2 PAGE AD IN THEATRE PLAYBILL	12/12/2013	50.00
EASTERN SOCIOLOGICAL SOCIETY	EASTERN SOCIOLOGICAL SOCIETY ANNUAL MEMBERSHIP DUES, 2014	1/8/2014	50.00
NCS PEARSON D/B/A SMARTHINKING	MILLER ANALOGY TEST FEE	1/8/2014	50.00
CAMPUS BOOKSTORE CCSI	LANYARDS TO BE USED ON MEDIA DAY FOR PASSES	11/11/2013	48.00
DRESSEL WELDING SUPPLY INC	CYLINDER RENTAL	2/13/2014	46.50
TIOGA PUBLISHING COMPANY	TRUSTEE MTG NOTICE NOV. 13	11/13/2013	45.00
SALLY WINTERTON, ED.D.	MEMBERSHIP FIELD DIRECTOR ASSN	2/4/2014	45.00
PUDGIES PIZZA	TO FEED THE JAZZ BAND DURING REHEARSAL.	12/5/2013	43.80
DRESSEL WELDING SUPPLY INC	CYLINDER RENTAL	12/3/2013	41.85
BIMBO FOODS INC.	ITEMS FOR CONCESSION STAND	10/29/2013	41.60
BIMBO FOODS INC.	DECKER CONCESSION SUPPLIES	2/14/2014	41.60
DRESSEL WELDING SUPPLY INC	CYLINDER RENTAL	12/3/2013	40.50
MARCUMS	MEMBERSHIP DUES FOR 2013/2014	10/24/2013	40.00
LOWES, INC.	BEE SPRAY	1/13/2014	39.60
CAMPUS BOOKSTORE CCSI	JUMP DRIVES	1/27/2014	35.98
COMMONWEALTH OF PENNSYLVANIA	RENEWAL APPLICATION FOR PESTICIDE LICENSE	11/7/2013	35.00
BURLINGTON SAFETY LABORATORY	RUBBER GLOVES	10/16/2013	33.00
CAMPUS BOOKSTORE CCSI	THANK YOU GIFT FOR STATE FARM RECRUITERS WHO ARE ALUMNI	11/12/2013	31.84
SCRIP-SAFE SECURITY PRODUCTS	YEARLY MAINTENANCE CONTRACT	1/7/2014	30.00
AMERICAN CRIMINAL JUSTICE	2014 MEMBERSHIP DUES FOR THE AMERICAN CRIMINAL JUSTICE ASSOC/LAMBDA ALPHA EPSILON	1/21/2014	30.00
SPECIAL OCCASIONS FLORIST	BALLOONS FOR NOVEMBER 1, 2013 VISIT DAY PROGRAM	11/20/2013	25.50
CAMPUS BOOKSTORE CCSI	GIVEAWAY - RECRUITMENT PROGRAMMING OVERNIGHT	11/12/2013	24.95
SPECIAL OCCASIONS FLORIST	BALLOONS FOR 10/18/13 VISIT DAY	10/23/2013	22.50
WIRED	WIRED SUBSCRIPTION RENEWAL UNTIL JULY 2015	12/12/2013	20.00
BIMBO FOODS INC.	HOT DOGS FOR CONCESSION STAND	1/23/2014	18.72
BIMBO FOODS INC.	BASEBALL CLINIC CONCESSIONS	2/13/2014	18.72
LOWES, INC.	ITEMS FOR POLICE DEPT.	1/13/2014	16.36
KEYSTONE WELDING & FAB	MANSER FOOD COURT COOLER COVER WELD REPAIR .	10/23/2013	15.00

Mansfield University of Pennsylvania
Council of Trustee's Report
Purchases under \$10,000
From 10/16/13 thru 2/15/2014

EXHIBIT C

Vendor-Name	DESCRIPTION	PO Date	PO Amount
PA FISH & BOAT COMMISSION	ADDING ASSISTANTS TO CURRENT PERMIT	10/29/2013	15.00
CAMPUS BOOKSTORE CCSI	MU MUG FOR RECRUITMENT GIVEAWAY	1/23/2014	13.99
CAMPUS BOOKSTORE CCSI	FOAM & POSTER BOARD	1/22/2014	12.59
J.W. PEPPER & SON INC	MUSIC FOR WIND ENSEMBLE	11/11/2013	11.99
CAMPUS BOOKSTORE CCSI	VINYL BINDERS	12/6/2013	11.56
CAMPUS BOOKSTORE CCSI	GIVEAWAYS AT HIGH SCHOOL VISIT BERMUDIAN SPRINGS	10/17/2013	11.50
CAMPUS BOOKSTORE CCSI	BATTERIES FOR PAPER TOWEL DISPENSER	10/25/2013	10.66
EDUCATIONAL TESTING SERVICE	SAT SCORE REPORTS	11/20/2013	10.60
BIMBO FOODS INC.	CLINIC CONCESSIONS	2/10/2014	10.40
CSI INTERNATIONAL	CSI INTERNATIONAL, INC. EMPLOYEE RECOGNITION GIFT	11/14/2013	10.00
DAVID CUMMINGS	PLAQUE FOR OUTSTANDING SENIOR	12/18/2013	10.00
GRAMMA'S KITCHEN	RECRUITMENT EVENT VISIT DAY: MARCELLUS INSTITUTE	10/23/2013	6.50
			\$420,527.27

**Mansfield University of Pennsylvania
Council of Trustee's Report
Summary of Purchases
From 10/16/13 thru 2/15/2014**

EXHIBIT C

SUMMARY OF ALL PURCHASES & CONTRACTS

Total Purchases over (>) \$10,000 from October 16, 2013 through February 15, 2014	\$540,074.09
Total Purchases under (<) \$10,000 from October 16, 2013 through February 15, 2013	<u>420,527.27</u>
SUB-TOTAL	\$960,601.36

PURCHASES UNDER \$10,000 (VISA) PURCHASING CARDS BY DEPARTMENT

Month of October 2013	\$61,608.98
Month of November 2013	\$58,199.93
Month of December 2013	\$37,930.89
Month of January 2014	\$45,540.28
Month of February 2014	\$28,282.53
SUB-TOTAL	<u>231,562.61</u>
GRAND TOTAL	<u>\$1,192,163.97</u>

Mansfield University

Exhibit D

Pennsylvania State System of Higher Education Capital Projects Spending Plan Proposed Program for FY 2014-15 - FY 2018-19

MANSFIELD PRIORITY	PROJECT	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	TOTAL
1	Morris Drive Safety Enhancement	\$4,425,000					\$4,425,000
2	Campus Utility Infrastructure Upgrade	\$7,310,000					\$7,310,000
3	Butler Music Center Renovation/Addition		\$7,335,000				\$7,335,000
4	Decker Gym Renovation/Field House Replacement			\$8,700,000			\$8,700,000
5	Maple Hall Demolition/Parking Lot				\$4,550,000		\$4,550,000
	University Total	\$11,735,000	\$7,335,000	\$8,700,000	\$4,550,000	\$0	\$32,320,000

Mansfield University
Tuition, Mandatory Fees, Room and Board
(Charges Per Semester for Full-Time Pennsylvania Resident Undergraduate Students)

Mandatory Fees		2008-09	2009-10			2010-11			2011-12			2012-13			2013-14			2014-15 Proposed			
Fee	Purpose	Fee	Fee	\$ Change	% Change	Fee	\$ Change	% Change	Fee	\$ Change	% Change	Fee	\$ Change	% Change	Fee	\$ Change	% Change	Fee	\$ Change	% Change	
Education	Support of instructional operations and academic facilities needs	\$267.00	\$277.00	\$10.00	3.7%	\$290.00	\$13.00	4.7%	\$312.00	\$22.00	7.6%	\$339.00	\$27.00	8.7%	\$349.00	\$10.00	2.9%	\$349.00	\$0.00	0.0%	Maximum allowed is 10% of Tuition and Technology Fee - both BOG Approved
Technology	Technology resources and services to enhance student learning	\$90.50	\$103.00	\$12.50	13.8%	\$116.00	\$13.00	12.6%	\$174.00	\$58.00	50.0%	\$179.00	\$5.00	2.9%	\$184.00	\$5.00	2.8%	\$184.00	\$0.00	0.0%	Board of Governors Approved
Student Union	Building fee to support the operational costs of the student union (a self-supporting operation)	\$92.00	\$92.00	\$0.00	0.0%	\$92.00	\$0.00	0.0%	\$92.00	\$0.00	0.0%	\$92.00	\$0.00	0.0%	\$92.00	\$0.00	0.0%	\$120.00	\$28.00	30.4%	
Fitness Center	To support the operational costs of the Kelchner Fitness Center (a self-supporting operation)	\$146.00	\$146.00	\$0.00	0.0%	\$146.00	\$0.00	0.0%	\$146.00	\$0.00	0.0%	\$156.00	\$10.00	6.8%	\$156.00	\$0.00	0.0%	\$156.00	\$0.00	0.0%	
Student Activity	To fund events, activities, organizations, athletics as allocated by SGA Committee of Finance	\$412.50	\$450.00	\$37.50	9.1%	\$450.00	\$0.00	0.0%	\$450.00	\$0.00	0.0%	\$450.00	\$0.00	0.0%	\$450.00	\$0.00	0.0%	\$450.00	\$0.00	0.0%	
Health	Support of the health clinic operational costs, including transportation to hospital as needed	\$30.00	\$33.00	\$3.00	10.0%	\$33.00	\$0.00	0.0%	\$33.00	\$0.00	0.0%	\$33.00	\$0.00	0.0%	\$54.00	\$21.00	63.6%	\$54.00	\$0.00	0.0%	
Subtotal Mandatory Fees per semester		\$1,038.00	\$1,101.00	\$63.00	6.1%	\$1,127.00	\$26.00	2.4%	\$1,207.00	\$80.00	7.1%	\$1,249.00	\$42.00	3.5%	\$1,285.00	\$36.00	2.9%	\$1,313.00	\$28.00	2.2%	
Tuition		\$2,679.00	\$2,777.00	\$98.00	3.7%	\$2,902.00	\$125.00	4.5%	\$3,120.00	\$218.00	7.5%	\$3,214.00	\$94.00	3.0%	\$3,311.00	\$97.00	3.0%	\$3,311.00	\$0.00	0.0%	
Room and Board																					
19 Meal Plan w/\$200 Flex		\$1,306.00	\$1,397.00	\$91.00	7.0%	\$1,453.00	\$56.00	4.0%	\$1,526.00	\$73.00	5.0%	\$1,572.00	\$46.00	3.0%	\$1,619.00	\$47.00	3.0%	\$1,668.00	\$49.00	3.0%	
14 Meal Plan w/\$200 Flex		\$1,168.00	\$1,250.00	\$82.00	7.0%	\$1,300.00	\$50.00	4.0%	\$1,365.00	\$65.00	5.0%	\$1,406.00	\$41.00	3.0%	\$1,448.00	\$42.00	3.0%	\$1,491.00	\$43.00	3.0%	
10 Meal Plan w/\$200 Flex		\$1,074.00	\$1,149.00	\$75.00	7.0%	\$1,195.00	\$46.00	4.0%	\$1,255.00	\$60.00	5.0%	\$1,293.00	\$38.00	3.0%	\$1,332.00	\$39.00	3.0%	\$1,372.00	\$40.00	3.0%	
175 Meal Block		\$1,072.00	\$1,147.00	\$75.00	7.0%	\$1,193.00	\$46.00	4.0%	\$1,253.00	\$60.00	5.0%	\$1,291.00	\$38.00	3.0%	\$1,330.00	\$39.00	3.0%	\$1,370.00	\$40.00	3.0%	
75 Meal Block		\$803.00	\$859.00	\$56.00	7.0%	\$893.00	\$34.00	4.0%	\$938.00	\$45.00	5.0%	\$966.00	\$28.00	3.0%	\$755.00	(\$211.00)	-21.8%	\$778.00	\$23.00	3.0%	
Senior Meal Plan \$500 Flex Only														\$0.00				\$500.00			
Flex only (minimum)		\$50.00	\$50.00	\$0.00	0.0%	\$50.00	\$0.00	0.0%	\$50.00	\$0.00	0.0%	\$50.00	\$0.00	0.0%	\$50.00	\$0.00	0.0%	\$50.00	\$0.00	0.0%	
Standard Double Room		\$2,030.00	\$2,111.00	\$81.00	4.0%	\$2,185.00	\$74.00	3.5%	\$2,513.00	\$328.00	15.0%	\$2,890.00	\$377.00	15.0%	\$2,977.00	\$87.00	3.0%	\$3,066.00	\$89.00	3.0%	
Single Room		\$2,399.00	\$2,471.00	\$72.00	3.0%	\$2,670.00	\$199.00	8.1%	\$2,975.00	\$305.00	11.4%	\$3,421.00	\$446.00	15.0%	\$3,524.00	\$103.00	3.0%	\$3,630.00	\$106.00	3.0%	
Double-as-a-Single		\$2,699.00	\$2,753.00	\$54.00	2.0%	\$3,025.00	\$272.00	9.9%	\$3,518.00	\$493.00	16.3%	\$4,046.00	\$528.00	15.0%	\$4,046.00	\$0.00	0.0%	\$4,046.00	\$0.00	0.0%	
Total Cost per Semester based on 19 Meal Plan w/\$200 Flex and Standard Double Room		\$7,053.00	\$7,386.00	\$333.00	4.7%	\$7,667.00	\$281.00	3.8%	\$8,366.00	\$699.00	9.1%	\$8,925.00	\$559.00	6.7%	\$9,192.00	\$267.00	3.0%	\$9,358.00	\$166.00	1.8%	
Course Fees																					
Music Lessons (per credit hour)														\$100.00				\$200.00	\$100.00	100.0%	

MANSFIELD UNIVERSITY

COUNCIL OF TRUSTEES MEETING

Wednesday, September 24, 2014

2:00 p.m.

North Hall 6th 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 23, 2014 (Exhibit A)

MOTION:

V. COMMITTEE REPORTS

A. Academic Affairs Report (Dr. Stinebeck)

B. Finance and Administration Report (Mr. Adams)

MOTION to approve \$2,312,706.43 in aggregate value for purchase orders of \$10,000 or more for the period of June 16, 2014 through August 15, 2014 as identified in Exhibit B.

MOTION to approve \$519,413.55 in aggregate value for purchase orders of less than \$10,000 for the period of June 16, 2014 through August 15, 2014 as identified in Exhibit C.

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

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

MOTION to approve the changes to the Student Code of Conduct as identified in Exhibit D

E. University Advancement Report

VI. OLD BUSINESS

VII. NEW BUSINESS

IX. EDUCATIONAL FEATURE

101st – Mr. Frank Crofchick

X. REPORTS

President Francis Hendricks

PACT

Student Government Association

XI. OTHER BUSINESS

XII. DATE OF NEXT MEETING

The next regular meeting of the Mansfield University Council of Trustees is scheduled for **Wednesday, November 19, 2014, 2:00 p.m. in the North Hall 6th Floor Community Room.**

XIII. ADJOURNMENT

MANSFIELD UNIVERSITY
Mansfield, Pennsylvania

Wednesday, July 23, 2014
North Hall, 6th Floor Community Room
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 July 9, 2014.

II. RECORDING OF ATTENDANCE

The following Trustees attended:

Mr. Steven M. Crawford, Vice Chairman – via conference call
Mr. Max P. Gannon, Member
Mr. Patrick D. Henderson, Member
Ms. Bobbi J. Kilmer, Member
Mr. Ralph H. Meyer, Chairman
Dr. Robert D. Strohecker, Secretary

The following Trustees were not in attendance:

Ms. Karen J. Russell, Member
Mr. Zane N. Swanger, Student Member
Commissioner Pamela A. Witmer, Member

II. RECORDING OF ATTENDANCE (Continued)

Members of the University staff who attended are as follows:

General Francis L. Hendricks, President
Mr. John Adams, Vice President for Finance and Administration
Ms. Rachel Green, Director of Admissions
Dr. Jeffrey Bosworth, Professor, History and Political Science Department
Ms. Pamela Boyce, Academic Affairs Administrative Assistant
Ms. Judith Brayer, Co-President, SCUPA
Mr. Terry Day, Assistant Director of Public Relations and Marketing
Ms. Anne M. LaVancher, Secretary to the Council of Trustees
Mr. Dennis Miller, Director of Public Relations and Marketing
Dr. David Stinebeck, Provost/Senior Vice President for Academic Affairs
Ms. Carmen Wood, Associate Director of Employee Relations & Compensation

Others in Attendance:

Ms. Mindy Engel, Executive Director, Mansfield University Foundation
Ms. Victoria Malatesta, SGA President
Mr. Colton Long, Student
Ms. Colleen Dempsey, Student
Ms. Kelsey Woodman, Student

III. PUBLIC COMMENTS

No comments received

IV. APPROVAL OF MINUTES

May 28, 2014 (Exhibit A)

A motion was made by Ms. Kilmer, seconded by Dr. Strohecker, and unanimously carried to approve the minutes of May 28, 2014 as identified in Exhibit A.

V. COMMITTEE REPORTS

A. Academic Affairs Report

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

- Academic Department Program Excellence Update
- Faculty Retirement Eligibility

V. **COMMITTEE REPORTS** (continued)

B. Finance and Administration Report

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

- Purchase Orders
- Fire Department and Ambulance Association Payments
- Fiscal Plan 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. Gannon, seconded by Ms. Kilmer, and unanimously carried to approve purchase orders of \$10,000 or more for the period of April 16, 2014 through June 15, 2014 for a total of \$1,188,145.22** 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 Mr. Henderson, seconded by Dr. Strohecker, and unanimously carried to approve purchase orders of less than \$10,000 for the period of April 16, 2014 through June 15, 2014 for a total of \$260,329.25** as identified in Exhibit C.

Approval of Mansfield Fire Department and Ambulance Association Payment

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Dr. Strohecker, seconded by Ms. Kilmer, and unanimously carried to approve payment of \$7,500 to the Mansfield Fire Department and \$7,500 to the Mansfield Ambulance Association for critical services and training for fiscal year 2014-2015.**

B. Human Resources/Multicultural Affairs Report

Ms. Wood noted the topics discussed in the Human Resources/Multicultural Affairs report:

- New Legislation and the Effect on Benefits
- Employee Wellness Participation
- Salary Increases
- Staff Retirement Eligibility

V. COMMITTEE REPORTS (continued)

C. Student Affairs Report

Ms. Green noted the topics discussed in the Student Affairs report:

- “The 101” Pre-Orientation Program
- Community Service Hours
- Alcohol and Drug Committee
- New Student Welcome: August 21st – August 24th
- Career Center
- Athletics

D. University Advancement Report

Ms. Engel noted the topics discussed in the University Advancement report:

- Major Donor Recognition Dinner Update
- New Endowments

VI. OLD BUSINESS

No old business discussed.

VII. NEW BUSINESS

Order of Succession

Upon the recommendation of the President, **a motion was made by Ms. Kilmer, seconded by Mr. Gannon, and unanimously carried to approve the Certifying Resolution for Appointing Interim and Chief Executive Officers for 2014-2015** as described in Exhibit D.

VII. NEW BUSINESS (continued)Nomination and Election of Officers

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

Members of the Nominating Committee for the Reorganization/Election of Officers are Mr. Henderson, Mr. Crawford and Mr. Swanger. Mr. Henderson submitted, on behalf of the nominating committee, the following nominations for Mansfield University Council of Trustees’ officers: Mr. Ralph H. Meyer – Chairman; Mr. Steven M. Crawford – Vice Chair; Dr. Robert D. Strohecker – Secretary

A motion was made by Mr. Henderson, seconded by Mr. Gannon, and unanimously carried to accept nominations and approve the following Council members for reelection to the noted positions:

- 1. Mr. Ralph H. Meyer – Chairman**
- 2. Mr. M. Crawford – Vice Chairman**
- 3. Dr. Robert D. Strohecker - Secretary**

VIII. INFORMATION ITEMS – NO ACTION REQUIRED

No information items discussed

IX. EDUCATIONAL FEATURE

Short-Term Study Abroad: Belize 2014

Dr. Bosworth provided background on his six credit, five week (two weeks in-country) summer course to learn about politics and culture in Belize. He shared the benefits of the course, academic considerations for the location, the learning outcomes and planned coursework.

Mr. Colton Long, Ms. Colleen Dempsey and Ms. Kelsey Woodman talked about their experiences while in-country:

- Ms. Dempsey completed a paper on the cultural diversity of Belize. She was able to meet people from all over the world and referred to Belize as “back packers central for travelers”.
- Ms. Woodman completed a paper on ecotourism and was able to learn about the people of Belize. As a result of this experience, Ms. Woodman decided to apply to the Peace Corp.

IX. EDUCATIONAL FEATURE (continued)

- Mr. Long completed a paper on the Political system of Belize. This experience confirmed that he wants to continue his Political Science degree at the Masters level.

Dr. Bosworth noted he and Dr. Rothermel plan to do the trip again in 2015.

X. REPORTS

General Hendricks

General Hendricks provided the following report:

- Mansfield's three Tuition Flexibility Pilot proposals (TEAM, Active Duty Military Tuition and High-Cost Course Fees) were approved by the Board of Governors on July 8. Planning for implementation is under way.
- Athletic Director and Chief Information Officer Candidates have been selected for campus visits which will take place the end of July/beginning of August.
- Fiscal Review – update on 2013-2014 FY review and projections for 2014-2015; PASSHE Shared Services Review; and decline related to the new PASSHE funding formula.
- MU highlights – Middle State Accreditation update 2021; COPLAC visit is scheduled for September 14-16; MU's Concert Choir won three gold medals at the World Choir Games; Gateway has 79 students enrolled in the program this year; Social Media – over 11K likes on Facebook, 535 signed up from class of 2018; Endless Mountains Music Festival begins this Saturday.

PACT

No report provided

Student Government Association

Ms. Victoria Malatesta provided the following report:

- SGA office has just been relocated
- E-Board has been working on budget for the coming year
- Retreat is scheduled for October 3-5 at Bucktail Campground

XI. OTHER BUSINESS

XII. DATE OF NEXT MEETING

The next regular meeting of the Mansfield University Council of Trustees will be held on **Wednesday, September 24, 2014, 2:00 p.m. in the North Hall 6th Floor Community Room.**

XIII. ADJOURNMENT

The meeting was adjourned at 2:38 p.m.

Respectfully Submitted,

Anne Lavancher

Anne M. LaVancher
Recording Secretary

**Mansfield University of Pennsylvania
Council of Trustee's Report
Purchases Over \$10,000
6/16/14 thru 8/15/14**

EXHIBIT B

Vendor-Name	Item Description	PO Date	PO Amount
McGinley Maintenance	Janitorial Services For FY 2014/2015	06/24/2014	\$491,692.00
PP & L Energyplus LLC	Natural Gas For FY 2014/2015	06/24/2014	463,633.48
UGI Central Penn Gas	Annual Renewal For Natural Gas For FY 2014/2015	07/28/2014	218,000.00
Ellucian Company LP	Annual Renewal For Application Server Maintenance For FY 2014/2015	07/03/2014	193,665.00
CMRS-POC	Annual Renewal For Postage By Phone For FY 2014/2015	07/08/2014	80,000.00
D & S Communications Inc.	Annual Renewal For Service Support For FY 2014/2015	06/26/2014	64,085.01
Blackboard Transact	Maintenance For FY 2014/2015	06/18/2014	62,646.00
Williams Oil & Propane	Annual Renewal Of Unleaded Regular Gasoline For FY 2014/2015	07/23/2014	59,500.00
EMTA Inc.	Mountie Bus Shuttle Service For FY 2014/2015	06/24/2014	58,000.00
Frontier	Annual Renewal For Telecommunications Service For FY 2014/2015	07/01/2014	50,400.00
CliftonLarsonAllen LLP	Audit Services	07/10/2014	41,875.00
Dell Marketing LP	Computers For Art Lab	07/24/2014	41,658.76
Level 3 Communications Inc.	Annual Renewal For Telecommunications For FY 2014/2015	07/16/2014	39,527.00
Berkshire Systems Group Inc.	Fire Alarm Inspection For FY 2014/2015	06/26/2014	39,112.00
Xpedx	Annual Renewal For Specialty Paper For Print Shop For FY 2014/2015	06/26/2014	37,500.00
Lyrasis	Database Subscription For FY 2014/2015	06/23/2014	34,446.00
Campus EAI	Campus Mobile App (3 Years)	07/31/2014	32,500.00
IBM Corp.	Annual Renewal For License Subscription & Support For FY 2014/2015	06/24/2014	31,005.00
Simplex Grinnell	Police Dept. Security Monitoring System	07/18/2014	24,538.17
OCLC Inc.	Annual Renewal for ILL System Maintenance FY 2014/2015	06/17/2014	22,000.00
Mansfield Borough	License & Registration For Units In Oak	08/11/2014	21,840.00
Community Broadcasters	Annual Renewal For Advertising Commercials For FY 2014/2015	07/31/2014	21,600.00
Dick Jones Communications	Media Consultant For FY 2014/2015	06/19/2014	21,100.00
Lamar Texas Limited Partnership	Annual Renewal For Billboard Advertising For FY 2014/2015	08/14/2014	18,000.00
Eastern Copy Products	Konica Minolta Bizhub Copier Pro C6501	06/20/2014	17,000.00
Unique Source Products & Services	Carpet Replacement 1st Floor Elliott	06/16/2014	16,193.67
Denney Electric Supply	Electric Feed To Campus	06/17/2014	15,261.10
Mahaffey Laboratory Ltd	Water Testing For FY 2014/2015	06/24/2014	14,000.00

**Mansfield University of Pennsylvania
Council of Trustee's Report
Purchases Over \$10,000
6/16/14 thru 8/15/14**

EXHIBIT B

K & D Factory Service Inc.	Repair Of Oven In Manser	06/23/2014	13,858.24
Eastern Copy Products	Maintenance On Copiers For FY 2014/2015	06/20/2014	12,000.00
Backyard Broadcasting	Annual Renewal For Advertising Commercials For FY 2014/2015	07/31/2014	12,000.00
Centium Software	Software System For Camps/Conferences	07/29/2014	11,765.00
Postage Pros Plus Inc.	Postage Meter For Campus Mail Services	06/27/2014	11,350.00
Frontier	Annual Renewal For Long Distance Service For FY 2014/2015	07/01/2014	10,500.00
Maplesoft	Annual Renewal For Maintenance For FY 2014/2015	06/25/2014	<u>10,455.00</u>
TOTAL			<u><u>\$2,312,706.43</u></u>

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EXHIBIT C

Vendor-Name	Remarks	PO Date	PO Amount
Gap Technologies, Inc.	Hosting Online Course Evaluations 7/14 To 6/15	08/13/2014	\$9,995.00
EMD Millipore Corp	Annual Renewal For Care & Maintenance On 2 Water Purification Systems FY 2014/2015	07/07/2014	9,779.50
Matrix LLC	Screening & Finishing Of Decker Gym & Kelchner Gym Floors	08/01/2014	9,660.00
Seewald Laboratories Inc.	Annual Renewal For Water Testing At Water Plant For FY 2014/2015	07/15/2014	9,500.00
Main Pool & Chemical Co.	Annual Renewal Of Materials For Water Plant For FY 2014/2015	07/14/2014	9,500.00
AASCU	American Association Of State Colleges & Universities Dues	08/11/2014	9,484.00
CSR	Annual Renewal For Technical Assistance With Cicso 6509 Ethernet Switch For FY 2014/2015	07/03/2014	9,000.00
EMTA Inc.	Purchase Of Bus Fares For Mansfield University FY 2014/2015	06/24/2014	9,000.00
Insul Tek	Repair Materials For Steam & Condensate Distribution	07/28/2014	8,750.00
Unique Source Products & Services	Replace Carpet In 2nd Floor Elliot	06/16/2014	8,349.38
Insul Tek	Materials For Repair Of Condensate Distribution	07/16/2014	8,200.00
Eastern Copy Products	Purchase Of 2 Konica Minolta Bizhub C284E Full Color Workgroup For Athletics	08/11/2014	8,184.00
IDS Of Pennsylvania	Annual Renewal For Interlibrary Delivery Service	06/30/2014	8,005.00
EDC Corp.	Annual Renewal For Aims Parking System Software License For Campus Police FY 2014/2015	07/17/2014	7,749.96
College Board	Enrollment Planning Service	07/10/2014	7,610.42
Mansfield Fireman's Ambulance Assoc	Funding Anticipated For Ambulance Service FY 2014/2015	06/20/2014	7,500.00
Mansfield Fire Dept.	Funding For Anticipated Services Fire Department For FY 2014/2015	07/01/2014	7,500.00
Philip Services Corporation	Annual Renewal For Disposal Of Waste Materials For FY 2014/2015	07/14/2014	7,000.00
Sanico	Custodial Supplies	08/11/2014	6,625.00
Cloudpath Networks, Inc.	Xpressconnect Wizard Education Annual Subscription FY 2014/2015	08/07/2014	6,375.00
Leff Media Inc.	TV Commercial Order Placement For FY 2014/2015	07/31/2014	6,200.00
Knoebel'S Amusement Resort	Tickets For Knoebels For Gateway Students	06/16/2014	6,000.00
Wert Bookbinding Inc.	Annual Renewal For FY 2014/2015	06/19/2014	6,000.00
Hilton Garden Inn Hershey	Faculty Training For School Library & Information Technologies	06/30/2014	5,868.46
Equinox Broadcasting	Commercials Running Monthly For FY 2014/2015	08/14/2014	5,760.00
Denney Electric Supply	Campus Wide Outdoor Lighting	06/16/2014	5,554.85
Sega Inc.	Annual Contract For The Maintenance On Boiler 3 For FY 2014/2015	07/14/2014	5,500.00
Justifacts Credential Verification	Background Checks For Employment For FY 2014/2015	07/01/2014	5,000.00
His Thousand Hills	Team Building Exercise For The RA'S, GA'S, And Interns	08/06/2014	4,902.00
Dewalt & Sons	Approved Project 14-10 Russell Field Drainage & Stabilization	06/30/2014	4,885.00
His Thousand Hills	Gateway Reading/Writing Workshop	07/14/2014	4,760.00
Northern Tioga Sch Dist	Professional Development Stipend For 23 Community Educators	06/25/2014	4,600.00
Benedicts Bus Service	Gateway Students Bus Trip To NYC	07/16/2014	4,548.00

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Vendor-Name	Remarks	PO Date	PO Amount
Ricoh USA	Maintenance On Ricoh Copiers FY 2014/2015	06/20/2014	4,500.00
PALCI Inc.	Annual Renewal For E-Z Borrow Membership For FY 2014/2015	06/19/2014	4,055.00
Laurel Behavioral Health	Psychiatric Services For Students FY 2014/2015	07/29/2014	4,000.00
Gale Group	Annual Renewal Intl Dir. Co., Hist. Online Subscription For FY 2014/2015	06/18/2014	4,000.00
Eastern Copy Products	Maintenance On Konica Minolta C280 Copier, Konica Minolta Bizhub C284E	06/20/2014	4,000.00
Colonial Radio Group	Commercials For FY 2014/2015	07/31/2014	3,900.00
WNKZ-KZ 104	Commercials For FY 2014/2015	07/31/2014	3,900.00
Hampton Inn & Suites	Annual Renewal For Lodging For Search Candidates FY 2014/2015	06/17/2014	3,800.00
EBSCO Subscription Services	Annual Renewal For Online Journals, Books, Accreditation For FY 2014/2015	06/18/2014	3,800.00
EBSCO Subscription Services	Annual Renewal Rilm File Abstract Music Lit Online For FY 2014/2015	06/18/2014	3,800.00
ISEP	International Student Exchange Program Membership	07/23/2014	3,650.00
ASICS America Corporation	Uniforms For Cross Country	08/13/2014	3,583.75
PACT	PA Association Of Councils Of Trustee Dues	08/11/2014	3,500.00
Benedicts Bus Service	Bus Trip From Mansfield University To The PA Grand Canyon And Knoebels	06/26/2014	3,344.40
OCLC, Inc.	Annual Renewal For Worldcat Quick Start Software Database FY 2014/2015	06/17/2014	3,250.00
EduLink, Inc.	Annual Renewal For Act 48 Licensing Fee For FY 2014/2015	08/13/2014	3,163.00
Huffman's Office Supply	Furniture For Student Affairs Office	07/01/2014	3,093.48
Copyright Clearance Center	Annual Renewal For General Use For FY 2014/2015	06/19/2014	3,000.00
Eastern Copy Products	Maintenance For Copiers FY 2014/2015	06/20/2014	3,000.00
Microtel Inn & Suites Mansfield	Lodging For Search Candidates For FY 2014/2015	07/02/2014	3,000.00
Lambs Creek Inc.	Annual Renewal For Dining For Search Candidates For FY 2014/2015	07/14/2014	3,000.00
WNBT	Advertising For FY 2014/2015	07/31/2014	3,000.00
WDLC 101.5	Advertising For FY 2014/2015	07/31/2014	3,000.00
Entrinsik Inc.	Annual Renewal For License & Support Fee For Web Reporting For FY 2014/2015	06/24/2014	2,970.00
CAEP	CAEP Annual Education Preparation Provider Fees	06/17/2014	2,935.00
EBSCO Subscription Services	Annual Renewal Literature & Info Science Full Text For FY 2014/2015	06/18/2014	2,800.00
Otis Elevator Co.	Elevator Stand-By Service For 8/21/14 To 8/24/14	08/14/2014	2,800.00
Grainger, Inc.	Custodial Supplies	08/15/2014	2,721.95
EBSCO Subscription Services	Annual Renewal Fish & Fisheries Online Subscription For FY 2014/2015	06/18/2014	2,665.00
PALCI Inc.	Annual Renewal For E-Z Borrow Maintenance For FY 2014/2015	06/19/2014	2,600.00
Vasco Brands	Custodial Supplies	08/11/2014	2,514.05
Upstate Graphic Repairs Inc.	Annual Renewal For Repairs On Ab Dick 9850 & Cutter In Print Shop For FY 2014/2015	06/26/2014	2,500.00
Northern Tier Tree Service	Removal Of Various Stumps & Trees On Campus For FY 2014/2015	08/15/2014	2,500.00
Q Compile Inc.	Package Tracking Software For Post Office And Receiving	06/26/2014	2,495.00

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Vendor-Name	Remarks	PO Date	PO Amount
Band Shoppe	Marching Band Supplies	08/12/2014	2,476.90
Sound Communications	Advertising For FY 2014/2015	07/31/2014	2,400.00
Jobtarget LLC	Annual Renewal For Analytical Reporting Services For HR For FY 2014/2015	07/23/2014	2,388.00
Grant Graphics	Repair Of Roland Printer	08/14/2014	2,382.25
Ithaca Paintball And Recreation LLC	Paintball Team Building For Gateway Students	07/10/2014	2,250.00
Big Lake Supply LLC	Lighting Contactors For Decker Gym	08/11/2014	2,134.00
I D Booth Inc.	Flexhose For Steam & Condensate Distribution	06/18/2014	2,105.00
B & P Music Publisher	Supplies For Marching Band	08/12/2014	2,089.90
Peopleware Inc.	Annual Renewal Of Software Subscription For FY 2014/2015	06/25/2014	2,058.21
Denney Electric Supply	Lighting Upgrade For Project 14-26	07/16/2014	2,034.68
Coyne Textile Services	Annual Renewal Of Rental Of Shop Towels For Garage For FY 2014/2015	07/14/2014	2,000.00
Library Technologies Inc.	Annual Renewal For Authority Express Files/Update For FY 2014/2015	06/19/2014	2,000.00
Mansfield Municipal Authority	Water Encumbrance For FY 2014/2015	07/28/2014	2,000.00
K & D Factory Service, Inc.	Replacement Of Leaking Fry Pot	07/28/2014	1,999.40
Accuzip Inc.	Postal Software Bundle	07/01/2014	1,995.00
AJ'S Outdoor Power Equipment	Repair Oil Leak On Kubota Tractor	07/16/2014	1,969.67
Production Automation Corporation	Materials For Spruce Supply Room	07/30/2014	1,883.76
Wellsboro Rental Center	Rental Of Skid Steer Bobcat & Hydraulic Rake For Soccer Field	08/15/2014	1,800.00
Gale Group	Annual Renewal For Opposing Viewpoints Online For FY 2014/2015 & 2015/2016	06/23/2014	1,780.00
Unique Source Products & Services	Grant Science Center Carpet	06/16/2014	1,765.75
SPST Inc.	Shirts & Backpacks For Gateway Students	06/26/2014	1,732.00
Council On Social Work Education	Council On Social Work Education Membership Dues 7/1/14 To 6/30/15	07/14/2014	1,725.00
Waitz Corporation	Bandannas For Give A Way To All Incoming Students	07/25/2014	1,700.00
NACAC	Fall 2014 National College Fair Booth Registration	07/08/2014	1,620.00
V-Flex Technologies, Inc.	Softball Training System	08/11/2014	1,618.00
Benedicts Bus Service	Bus Trip To Ithaca Paintball For Gateway Students	07/09/2014	1,600.00
Dell Marketing LP	Evaluation Unit For The Allen Lab	06/26/2014	1,571.64
Provisions Modular Hardware	Cable To Enable Connections For New Cisco Core	06/30/2014	1,546.58
Dagostino Electronic Services, Inc.	Site Visit To Diagnose Problem With Video Conference Equip. In Retan G-8	07/10/2014	1,500.00
Benedicts Bus Service	Bus Service For Conference At His Thousand Hills For Gateway Students	07/14/2014	1,500.00
Eastern Copy Products	Annual Renewal Of Maintenance Of 4 Konica Minolta 283 Copiers	06/26/2014	1,500.00
Commission For The Universities	Commission For The Universities Dues 14/15	07/30/2014	1,500.00
Grainger, Inc.	Custodial Supplies	06/23/2014	1,482.30
Best Line Equipment	40' Str Boom Dsl For Pressure Washing Various Buildings	08/07/2014	1,475.00

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Vendor-Name	Remarks	PO Date	PO Amount
Best Line Equipment	Boom Rental For Cleaning & Repointing Brick & Block	08/15/2014	1,475.00
AJ'S Outdoor Power Equipment	Repairs To Kubota Tractor	06/19/2014	1,429.47
Biels Info Tech Systems Corp.	Annual Renewal For Microfilm Scanner Maintenance For FY 2014/2015	07/08/2014	1,425.00
CUPA-HR	Membership Renewal For FY 2014/2015	08/07/2014	1,395.00
Fluid Pinpointing Services Inc.	Service To Locate Water Leak In Main Distribution Line	08/13/2014	1,387.50
Unique Source Products & Services	Carpet Replacement In Belknap 110A & 110B	08/01/2014	1,374.74
Benedicts Bus Service	Transportation For Gateway Summer Banquet	07/23/2014	1,350.00
Shrock Fabrication	Repair Of Van Norman Gate	07/11/2014	1,325.00
Encyclopedia Britannica	Annual Renewal For Online Subscription For FY 2014/2015	06/19/2014	1,325.00
The Final Touch	Polo Shirts For Marching Band	08/13/2014	1,318.00
Peirce-Phelps, Inc.	Circuit Board For Chiller In Retan/Belknap	06/17/2014	1,284.39
Draper Supply	Application Of Hydromulch For Establishment Of Turf Grass For Soccer Field.	08/06/2014	1,220.00
Rydin Decal	Parking Decals For FY 2014/2015	06/26/2014	1,218.00
Wheeland Lumber Co. Inc.	Mulch For The Housing Building Grounds	07/28/2014	1,202.50
Wheeland, Damen	Mulch For The Campus Beautification	08/07/2014	1,202.50
Sheesley Sewer Service	Flushing Of Main Sanitary Line From Manser To Academy Street	07/08/2014	1,200.00
Infoed International	Annual Membership For Spin Plus (Grant Database) 10/1/14-9/30/15	07/23/2014	1,200.00
Unique Source Products & Services	Brooks Maintenance Building Carpet	06/16/2014	1,145.87
His Thousand Hills	Program Development & Team Building For Gateway Students	07/10/2014	1,125.00
Jobtarget LLC	Advertising Placement Agency	06/24/2014	1,073.00
I D Booth Inc.	Repair Parts For Decker Basin Sinks	06/25/2014	1,063.69
Vasco Brands	Custodial Supplies	08/15/2014	1,060.55
Chemung Spring Water Co Inc.	Annual Renewal For Cooler Rental & Water For Mac Bldg. & Residence Life For FY 2014/2015	07/25/2014	1,052.00
PALCI Inc.	Annual Renewal For Rapid III For FY 2014/2015	06/19/2014	1,040.00
Decision One Corporation	Repairs To Epson Stylus 9600 Wide Format Printer	07/15/2014	1,000.00
Rim Sports	2014 Baseball Season Coverage	06/17/2014	1,000.00
Versalift East, Inc.	Annual Renewal Of Inspection Of Bucket Truck For FY 2014/2015	07/14/2014	1,000.00
Penn Wells Hotel & Lodge	Lodging For Search Candidates For FY 2014/2015	07/15/2014	1,000.00
B & H Photo-Video	Equipment For Video Capture Studio For Faculty Training	06/26/2014	953.70
EBSCO Subscription Services	Annual Renewal Middle Search For FY 2014/2015	06/18/2014	950.00
CLCD LLC	Annual Renewal For Children's Lit. Database For FY 2014/2015	06/19/2014	940.00
Teachingbooks.Net LLC	Annual Renewal Of Teaching Books, Net Subscription For FY 2014/2015	06/23/2014	900.00
3M Library Systems	Annual Renewal Of 2 Rfid Handheld For FY 2014/2015	06/19/2014	894.00
Postage Pros Plus Inc.	Annual Meter Rental & Rate Charges For FY 2014/2015	07/03/2014	864.00

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Vendor-Name	Remarks	PO Date	PO Amount
Fastsigns@Williamsport	Sign Boards For Events	08/12/2014	862.26
Keystone Mobile Shredding Inc.	Campus Shredding Services	07/03/2014	852.25
Lamar Texas Limited Partnership	Billboard 6/10/14 - 7/7/14	06/23/2014	850.00
Titan Sports & Graphics	T-Shirts For Staff & Campers For Music Camps	07/08/2014	850.00
Lisa M. Guthrie CPA	Mansfield Auxiliary Corp. CPA Monthly Services	07/24/2014	850.00
Grainger, Inc.	Janitorial Supplies	07/08/2014	844.28
Blue Ridge Cable TV	Annual Renewal For Cable TV Service For Alumni House For FY 2014/2015	07/08/2014	825.00
Backdrops Beautiful	Rental Of Holiday Concert Backdrop	07/01/2014	800.90
Martha Horton	Writing Services For Mansfieldian Alumni Notes, Class Notes And Memoriam For FY 2014/2015	07/31/2014	800.00
James Steckley Hood & Duct Cleaning	Kitchen Grease Exhaust Cleaning	08/07/2014	800.00
Peirce-Phelps, Inc.	Motor For Cooler In Manser	07/16/2014	788.94
Hardware Specialties	Door & Parts For Student Affairs	07/15/2014	787.00
Campus Bookstore CCSI	T-Shirts For Take Your Child To Work Day	06/18/2014	775.50
Lyrasis	Annual Renewal For Membership Fee 2014/2015	06/17/2014	740.00
Wild Rose Inc.	Stone For Project 14-06 Sidewalk Repair	06/18/2014	727.50
Penteledata	Annual Renewal For Network Communication For Water Treatment Plant For FY 2014/2015	07/23/2014	719.40
Xerox Corp	Annual Renewal For Maintenance & Copy Charges For Xerox Copier Model #WC7232P	06/19/2014	716.00
Southern Tier Independence Ctr.	Parent & Student Orientation - Interpreter Services	06/26/2014	700.00
Pennington Professional Products	Turfgrass Management For Athletics Growth Regulator	07/23/2014	692.00
WETM Channel 18	May 2014 Commercials	06/17/2014	688.50
Keystone Advertising Specialties	T-Shirts For Resale	07/15/2014	677.50
Total Door Service	Furnish And Install Relays At 4 Locations In Oak And Hickory Halls	06/23/2014	676.70
Atlas Copco Compressors LLC	Air Compressor Parts For Water Plant	08/15/2014	672.00
Keystone Mobile Shredding Inc.	Shredder Truck Services 7/8/14	07/10/2014	666.00
Adelphia Graphic Systems Inc.	Signs For Residence Halls	08/07/2014	664.00
Sanico	Custodial Supplies	07/29/2014	658.91
Case	Case Membership For FY 14/15	07/31/2014	631.66
Daniel Benjamin	Baseball Official For Summer League For 2014	06/24/2014	630.00
SAT Program	SAT Test Books	06/26/2014	630.00
Kabric's	T-Shirts To Promote Women Studies Program	06/25/2014	623.90
Jaxxon Promotions Inc.	Pens & Luggage Tags For Gateway Students	06/17/2014	623.50
Titan Sports & Graphics	T-Shirts For Staff And Campers For Music Camps	06/30/2014	612.50
Academy Of Nutrition And Dietetics	Annual Renewal For Online Nutrition Program For FY 2014/2105	06/23/2014	600.00
Choice Reviews Online	Annual Renewal For Reviews For Library For FY 2014/2015	06/19/2014	595.00

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Vendor-Name	Remarks	PO Date	PO Amount
NACAC	Fall National College Fair Registration	07/29/2014	590.00
IMR Limited	Annual Renewal For Library Journal Subscriptions (Microfilm) For FY 2014/2015	06/30/2014	575.00
Blue Ridge Cable TV	Annual Renewal Of Cable TV Services To Visual New Library, North Hall For FY 2014/2015	07/08/2014	575.00
Gale Group	Annual Renewal For Books Review Index For FY 2014/2015	06/23/2014	570.00
Pepsi Cola Company	Beverages For Orientation	06/16/2014	551.12
Campus Bookstore CCSI	Annual Renewal Of Subscription For FY 2014/2015	06/19/2014	550.00
Council For Higher Education Accredited	Council For Higher Education Dues 14/15	07/30/2014	550.00
Associated Controls, Inc.	Grant Havoc Valves	07/23/2014	548.72
Frontier	Encumbrance-Phone Service For Water Plant FY 2014/2015	07/01/2014	538.50
Noodle Tools Inc.	Annual Renewal For Online Subscription For FY 2014/2105	06/23/2014	530.00
Griffin & Associates	Technical Support For Web Conferences For Gateway	07/30/2014	525.00
Library Of Congress	Annual Renewal For Cataloger's Desktop For FY 2014/2015	06/19/2014	525.00
Jill D. Cross	Stone For Russell Field Stabilization	06/25/2014	518.11
Chemung Spring Water Co Inc.	Annual Renewal Of Water For Cooler For Hospitality Room For FY 2014/2015	07/16/2014	511.00
PC/Nametag	Lanyards For Summer Camps 2015	06/19/2014	507.89
Berkshire Systems Group Inc.	Fire System Repair For Grant	06/26/2014	505.00
Eagle Janitorial Supply Co	Preventative Maintenance For Nobles Speed Scrubber	07/14/2014	500.00
Lamar Texas Limited Partnership	Billboards In Williamsport	06/17/2014	500.00
Lamar Texas Limited Partnership	Poster Billboards At Rte. 15/211	07/07/2014	500.00
Crossroads Bed & Breakfast	Lodging For Search Candidates For FY 2014/2015	07/28/2014	500.00
Praxair Mid-Atlantic	Gas Cylinder Rental For Utility Plant For FY 2014/2015	07/31/2014	500.00
Wellsboro Rental Center	Pressure Washer Rental For Sidewalks On Campus	06/16/2014	495.00
Officemax	Office Supplies	06/26/2014	475.04
Officemax	Office Supplies	06/26/2014	468.90
Jerome Jackson	Speaker For Gateway Summer Session	06/17/2014	466.72
Office Equipment Source	Annual Renewal For Maintenance/Copy Charges For FY 2014/2015	06/18/2014	455.00
Sign Shop	8 Break Away Post Kit For Signs	08/07/2014	450.80
Sign Shop	Post For Spruce Parking Lot Signs	08/11/2014	450.80
Sign Shop	Post For Spruce Parking Lot Signs	08/11/2014	450.80
Sanico	Win Filter & Battery For Vacuum Cleaner	08/15/2014	425.66
Campus Bookstore CCSI	Books For Gateway Students Summer 2014	06/16/2014	420.00
WLVY/WELM	Commercial Package	08/13/2014	417.00
Pepsi Cola Company	Beverages For Visitation Day & Employee Picnic	07/28/2014	412.58
Trapuzzano	Winter Apparel For Police Dept.	07/28/2014	409.90

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Vendor-Name	Remarks	PO Date	PO Amount
Wild Rose Inc.	Concrete & Stone For Russell Field Project	08/11/2014	409.25
Campus Bookstore CCSI	Hoodie Giveaway	06/26/2014	402.79
Nexstar Broadcasting Inc.	May 2014 Commercials	06/17/2014	400.00
3M Library Systems	Annual Renewal For 1 Rfid Workstation For FY 2014/2015	06/19/2014	400.00
Campus Bookstore CCSI	Pennants For High School/Community College Visits	07/01/2014	396.00
National Minority Update	Advertisement Summer 2014	07/02/2014	396.00
SPST Inc.	Gateway Program Staff Professional Attire	06/26/2014	389.90
K & D Factory Service, Inc.	Service To Fryer In Manser	08/07/2014	378.25
Titan Sports & Graphics	Shirts For Soccer Camp For Summer 2014	07/01/2014	376.00
Elsevier	Annual Renewal For Advances In Child Development & Behavior Subscription For FY 2014/2015	06/18/2014	375.00
Campus Bookstore Case	Outstanding Senior Medallions	07/28/2014	360.00
Sanico	Floor Stripper For Custodial Dept.	07/31/2014	359.30
Sanico	Parts For Windsor Vacuum	06/19/2014	347.76
Time Warner	TV Commercials	06/17/2014	344.25
EBSCO Subscription Services	Annual Renewal Children's Core Collection For FY 2014/2105	06/18/2014	340.00
EBSCO Subscription Services	Annual Renewal Middle & Jr. High Core Collection For FY 2014/2015	06/18/2014	340.00
Kelley's Confections	Food For Gateway Program Trip To Ithaca	08/07/2014	331.22
Wellsboro Gazette	Annual Renewal For Wellsboro/Mansfield Gazette Microfilm For FY 2014/2015	06/18/2014	325.00
Library Of Congress	Annual Renewal For Classification Web For FY 2014/2015	06/19/2014	325.00
PASFAA	PA Association Of Student Financial Aid Administrators 10/1/14 To 10/1/15	08/13/2014	325.00
Gale Group	Annual Renewal Virtual Reference Library Ebook Access For FY 2014/2015	06/18/2014	315.00
Shane Mascho	Baseball Official For Summer League For 2014	06/24/2014	315.00
Mike Boulas	Baseball Official For Summer League 2014	06/24/2014	315.00
Rent A Tent	Table & Chair Rental For Gateway BBQ	07/30/2014	315.00
Elmira Star Gazette	Annual Renewal For Newspaper Subscription For FY 2014/2015	06/18/2014	300.00
Educational Testing Services	ETS - Mft Custom Comparative Data	06/23/2014	300.00
Blue Ridge Cable TV	Annual Renewal For Cable TV At Water Plant For FY 2014/2015	07/08/2014	300.00
Tioga Publishing Company	Notices For COT Meetings For F/Y 2014/2015	08/11/2014	300.00
Beagle Media LLC	Ad For 1890'S/Homecoming	08/13/2014	300.00
BSN Sports Inc.	Men's Baseball Camp T-Shirts	06/17/2014	287.50
Tom Janeski	Baseball Official For Summer League 2014	06/24/2014	280.00
Matthew West	Baseball Official For Summer League 2014	06/24/2014	280.00
Brady Andrews	Baseball Tournament Umpire	08/07/2014	280.00
James David Myers	Tent Rental For Employee Picnic	07/23/2014	275.00

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Vendor-Name	Remarks	PO Date	PO Amount
DBM Controls	Steam Vault Pump	07/29/2014	270.00
Robert M. Sides	Percussion Equipment For Marching Band	08/12/2014	266.00
EBSCO Subscription Services	Annual Renewal Senior High Core Collection For FY 2014/2015	06/18/2014	265.00
Brady Andrews	Baseball Official For Summer League 2014	06/24/2014	260.00
Jill D. Cross	Stone For Russell Bank Stabilization	08/11/2014	253.73
Wilson Transportation	Transportation For Gateway Students To His Thousand Hills	07/24/2014	250.00
EBSCO Subscription Services	Annual Renewal Faculty Resource To Teach Cataloging For FY 2014/2015	06/18/2014	250.00
John Vanvalkenburg	Umpire Services For June 28 & 29 2014	07/01/2014	245.00
John Vanvalkenburg	Umpire Services For Baseball Tournaments	07/28/2014	245.00
John Vanvalkenburg	Baseball Tournament Umpire	08/07/2014	245.00
Campus Bookstore CCSI	Books For Gateway Students	06/23/2014	241.50
Officemax	Office Supplies	06/19/2014	230.49
Keystone Advertising Specialties	Football Camp T-Shirts	07/24/2014	230.00
Bloss Holiday Market	Food For The Gateway Program Picnic	08/07/2014	222.43
Stacey Calkins	Dispatcher Shirts	06/23/2014	219.92
Pudgies Pizza	Pizza For Gateway Students	07/24/2014	216.00
Williamsport Sun Gazette	Annual Renewal For Subscription For FY 2014/2015	06/19/2014	210.00
Teach Privacy	Annual Renewal For Subscription For FY 2014/2015	06/23/2014	210.00
Jobtarget LLC	Advertising For MU Jobs	07/23/2014	210.00
Ameritee Use	Cross Country Uniforms	08/07/2014	205.50
Melissa Morral	Workshop Presenter For Gateway Reading/Writing Conference	07/14/2014	200.00
Linda Kies	Workshop Presenter For Gateway Reading/Writing Conference	07/14/2014	200.00
Jessica Spencer	Workshop Presenter For Gateway Reading/Writing Conference	07/14/2014	200.00
Karin Knaus	Workshop Presenter For Gateway Reading/Writing	07/16/2014	200.00
WHGL FM	Commercial Package	08/14/2014	200.00
ASICS America Corporation	Uniforms For Cross Country	08/13/2014	199.84
University Of Toronto Press, Inc.	Annual Renewal For Eighteenth Century Fiction Subscription For FY 2014/2015	06/19/2014	195.00
Richard Douty	Spider Control At South Hall	07/31/2014	195.00
Jill D. Cross	Stone For Steam & Condensate Distribution Repairs Project 14-24	08/14/2014	188.44
Titan Sports & Graphics	T-Shirts For Chinese Camp	07/25/2014	187.00
J.W. Pepper & Son Inc.	Music For Youth Camp	06/16/2014	185.00
CCSI	ID Cards For Physical Plant	06/25/2014	185.00
D & S Enterprises	Blades For Grasshopper Gator	06/18/2014	184.32
Timeless Destinations	Dinner For Provost Search Team Candidates	06/23/2014	180.13

**Mansfield University of Pennsylvania
Council of Trustee's Report
Purchases under \$10,000
6/16/14 thru 8/15/14**

EXHIBIT C

Vendor-Name	Remarks	PO Date	PO Amount
Office Equipment Source	Annual Renewal For Ill Maintenance For FY 2014/2015	06/30/2014	180.00
Office Equipment Source	Annual Renewal For Maintenance/Copy Charges For 2Nd Floor Copier For FY 2014/2015	06/23/2014	175.00
AAUW	American Association Of University Women Membership Renewal	06/24/2014	175.00
Matthew Reese	Umpire Services For June 28 & 29 2014	07/01/2014	175.00
Tri-Dim Filter Corp.	Filter Media	06/23/2014	172.61
ASICS America Corporation	Uniforms For Cross Country	08/13/2014	171.34
EBSCO Subscription Services	Annual Renewal Ovid User License For FY 2014/2015	06/18/2014	170.00
Northern Tier Solid Waste Authority	Roll Off Rental For Disposal Of Carpeting & Abandoned Items	06/23/2014	169.15
Kelley's Confections	Cupcakes For Gateway Students	07/24/2014	166.67
Officemax	Office Supplies	06/19/2014	163.41
Sweetwater Sound Inc.	Wiring For The Recording Studio	08/12/2014	154.93
ASICS America Corporation	Uniforms For Cross Country	08/13/2014	150.34
Timothy Dart	Sound Reinforcement & Set Up For Gateway Dance Party At Hut	07/23/2014	150.00
Dept. Of Environmental Protection	Operator Certificate For Public Water System	06/25/2014	150.00
Maple Lanes	Bowling For Music Camp Students	07/08/2014	150.00
S.A. Comunale Inc.	Parts For Oak/Hickory Fire Sprinklers	08/07/2014	150.00
PA Trio	Trio Membership	08/07/2014	150.00
Cup rap	College & University Public Relations Association Of PA Membership	08/14/2014	150.00
Doug Reeves	Umpire Services For June 28 & 29 2014	07/01/2014	140.00
Office Max	Office Supplies	06/26/2014	135.78
Krista Andrews	WBB Summer League Referee	08/07/2014	135.00
David Jurnack	WBB Summer League Referee	08/07/2014	135.00
Calen Correll	WBB Summer League Referee	08/07/2014	135.00
Schoonover Plumbing & Heating	Install Drain Pan In Water Plant	06/25/2014	132.73
AASLH	Annual Renewal For History News For FY 2014/2015	06/23/2014	127.00
Mansfield Comfort Inn	Lodging For Summer 2014 Gateway Program Speaker	06/26/2014	125.10
NODA	Noda Membership Renewal For Orientation 7/1/14 To 6/30/15	07/14/2014	125.00
Stacey Calkins	Shirts For Dispatchers	06/23/2014	114.00
Wellsboro Rental Center	Rental Of Concrete Screed & Concrete Power Trowel	08/15/2014	110.00
NA Publishing	Annual Renewal For Subscription, Microfilm For FY 2014/2015	06/19/2014	105.00
Susquehanna Library Coop	Annual Renewal Of Membership For Susquehanna Library Coop For FY 2014/2015	06/30/2014	105.00
Doug Reeves	Umpire Services For Baseball Tournaments	07/28/2014	105.00
Duke Stocum	Umpire Services For Baseball Tournaments	07/28/2014	105.00
Shane Mascho	Baseball Tournament Umpire	08/07/2014	105.00

**Mansfield University of Pennsylvania
Council of Trustee's Report
Purchases under \$10,000
6/16/14 thru 8/15/14**

EXHIBIT C

Vendor-Name	Remarks	PO Date	PO Amount
Jenco Micro Edge Inc.	Annual Renewal Of Paper Knife Sharpening Service For FY 2014/2105	06/26/2014	100.00
Get Wrecked Vinyl	Marcellus Camp T-Shirts	07/10/2014	100.00
Wellsboro Rental Center	Core Drills	07/15/2014	100.00
Tioga County Development Corp	Tioga County Development Corp Dues	08/07/2014	100.00
Officemax	Office Supplies	06/26/2014	95.09
Daniel Benjamin	WBB Summer League Referee	08/07/2014	90.00
Gramma's Kitchen	Cookies For Student Teachers Recognition	06/17/2014	82.50
Timothy Dart	Sound Reinforcement & Set Up For Dance Party For Gateway Students	07/30/2014	80.00
Bush Designs	Emeriti Plaques	06/23/2014	77.25
Officemax	Office Supplies	06/19/2014	75.92
Wellsboro Gazette	Annual Renewal For Wellsboro/Mansfield Gazette Subscription For FY 2014/2015	06/18/2014	75.00
Krista Andrews	Referee For Women's Basketball Summer League 2014	06/24/2014	75.00
Daniel Benjamin	Referee For Women's Basketball Summer League 2014	06/24/2014	75.00
David Jurnack	Official For Summer League Basketball	06/26/2014	75.00
Baker & Taylor	Lease To Purchase Books	06/26/2014	75.00
Maple Lanes	Bowling For Summer Music Camps	07/24/2014	75.00
Inaria/Bauer Performance	Soccer Practice Pennies	08/13/2014	74.70
PDR Distribution, LLC	Annual Renewal For Physicians Desk Reference For FY 2014/2015	06/19/2014	72.00
Chicago Distribution Center	Annual Renewal For Teacher Certification For FY 2014/2015	06/19/2014	70.00
Harry C. Gerrish	Baseball Official For Summer League 2014	06/24/2014	70.00
Carman Gee	Umpire Services For Baseball Tournaments	07/28/2014	70.00
J.W. Pepper & Son Inc.	Music For Youth Camp	07/08/2014	69.49
Sanico	Custodial Supplies	07/29/2014	67.04
Tioga Publishing Company	Renewal Of Mansfield Gazette Subscription	06/19/2014	63.00
Officemax	Office Supplies	06/26/2014	62.13
ASICS America Corporation	Uniforms For Cross Country	08/13/2014	60.34
Daniel Benjamin	Men's Summer League Basketball Official	07/15/2014	60.00
Arnold Werts	Men's Summer League Basketball Official	07/15/2014	60.00
James R Mack d/b/a Papa "V"	Pizza For Chinese Camp	07/30/2014	59.83
EASFAA	2014-2015 EASFAA Membership-Charles M Scheetz	08/07/2014	50.00
Campus Bookstore CCSI	Tassels For Graduation	06/16/2014	48.75
CCI International	Mansfield University Service Recognition Program 2014 - Employee Gift Ladies Wallet	06/25/2014	46.29
Calen Correll	Referee For Wbb Summer League 2014	06/24/2014	45.00
Office Max	Office Supplies	06/26/2014	42.48

**Mansfield University of Pennsylvania
Council of Trustee's Report
Purchases under \$10,000
6/16/14 thru 8/15/14**

EXHIBIT C

Vendor-Name	Remarks	PO Date	PO Amount
Tioga Publishing Company	July 2014 COT Meeting Notice	06/18/2014	42.00
Marcums	Membership Dues For 2014/2015	06/20/2014	40.00
Officemax	Office Supplies	06/16/2014	37.56
Campus Bookstore CCSI	Books For Gateway Students	06/16/2014	36.00
Campus Bookstore CCSI	Supplies For FYE Classes	06/16/2014	32.90
Office Max	Office Supplies	06/26/2014	29.06
Penny Saver Inc.	Ad For Hospital Beds Bid	08/13/2014	28.00
Campus Bookstore CCSI	Academic Planners	08/11/2014	26.95
Educational Testing Service	Additional SAT Score Reports	08/11/2014	23.90
Calen Correll	Men's Summer League Basketball Official	07/15/2014	20.00
Bimbo Foods Inc.	Baseball Camp Concessions	06/16/2014	19.50
Bimbo Foods Inc.	Baseball Camp Concessions	07/10/2014	19.50
Bimbo Foods Inc.	Baseball Camp Concession Supplies	07/24/2014	19.50
Bimbo Foods Inc.	Supplies For Baseball Camp Concessions	07/29/2014	19.50
Officemax	Office Supplies	06/24/2014	11.00
Campus Bookstore Case	Academic Calendar 2014/2015	07/17/2014	5.95
Campus Bookstore Case	Academic Calendar 2014/2015	07/17/2014	5.95
Total			\$519,413.55

**Mansfield University of Pennsylvania
Council of Trustee's Report
Summary of Purchases
6/16/14 thru 8/15/14**

EXHIBIT C

SUMMARY OF ALL PURCHASES & CONTRACTS

Total Purchases over (>) \$10,000 from June 16, 2014 to August 15, 2014	\$2,312,706.43
Total Purchases under (<) \$10,000 from June 26, 2014 to August 15, 2014	<u>519,413.55</u>
SUB-TOTAL	<u>\$2,832,119.98</u>

CREDIT CARD PURCHASES

June 16, 2014 - August 15, 2014	\$86,924.18
GRAND TOTAL	<u><u>\$2,919,044.16</u></u>

MANSFIELD UNIVERSITY

COUNCIL OF TRUSTEES MEETING

Wednesday, November 19, 2014

2:00 p.m.

North Hall 6th 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 24, 2014 (Exhibit A)

MOTION:

V. COMMITTEE REPORTS

A. Academic Affairs Report (Dr. Burke)

B. Finance and Administration Report (Mr. Adams)

MOTION to approve \$188,202.94 in aggregate value for purchase orders of \$10,000 or more for the period of August 16, 2014 through October 15, 2014 as identified in Exhibit B.

MOTION to approve \$275,952.14 in aggregate value for purchase orders of less than \$10,000 for the period of August 16, 2014 through October 15, 2014 as identified in Exhibit C.

MOTION to approve the Annual Physical Inspection of Facilities Report conducted on September 24, 2014 as identified in Exhibit D.

MOTION to accept the independent auditor's report for the fiscal year ending June 30, 2014. A copy of CliftonLarsonAllen's report was distributed and reviewed at the Council of Trustees Finance and Administration Committee meeting.

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

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

E. University Advancement Report (Ms. Engel)

VI. OLD BUSINESS

VII. NEW BUSINESS

VIII. EDUCATIONAL FEATURE

COPLAC Northeast Regional Undergraduate Research, Scholarly and Creative Activity Conference

IX. REPORTS

President Francis Hendricks

PACT

Student Government Association

X. OTHER BUSINESS

XI. DATE OF NEXT MEETING

The Mansfield University Council of Trustees annual retreat will be held **Wednesday, January 28, 2015.**

The next regular meeting of the Mansfield University Council of Trustees is scheduled for **Wednesday, March 25, 2015, 2:00 p.m. in the North Hall 6th Floor Community Room.**

XII. ADJOURNMENT

MANSFIELD UNIVERSITY
Mansfield, Pennsylvania

Wednesday, September 24, 2014
North Hall, 6th Floor Community Room
2:00 p.m.

COUNCIL OF TRUSTEES

MINUTES

I. MEETING CALLED TO ORDER

Chairman Meyer called the meeting to order at 2:06 p.m.

FOR THE RECORD: In accordance with the Sunshine Law, this meeting was advertised in the *Wellsboro Gazette* on September 10, 2014.

II. RECORDING OF ATTENDANCE

The following Trustees attended:

Mr. Steven M. Crawford, Vice Chairman
Mr. Patrick D. Henderson, Member
Ms. Bobbi J. Kilmer, Member
Mr. Ralph H. Meyer, Chairman
Ms. Karen J. Russell, Member
Dr. Robert D. Strohecker, Secretary
Mr. Zane N. Swanger, Student Member

The following Trustees were not in attendance:

Mr. Max Gannon, Member
Commissioner Pamela A. Witmer, Member

II. RECORDING OF ATTENDANCE (Continued)

Members of the University staff who attended are as follows:

General Francis L. Hendricks, President
Mr. John Adams, Vice President for Finance and Administration
Ms. Pamela Boyce, Academic Affairs Administrative Assistant
Dr. Christopher Bridges, Vice President for Student Affairs & Enrollment Management
Ms. Dia Carleton, Executive Director for Employee and Leadership Services
Mr. Frank Crofchick, Community Conduct Officer and Service Coordinator
Mr. Terry Day, Assistant Director of Public Relations and Marketing
Ms. Anne M. LaVancher, Secretary to the Council of Trustees
Dr. John Mansfield, APSCUF President
Mr. Dennis Miller, Director of Public Relations and Marketing
Dr. David Stinebeck, Provost/Senior Vice President for Academic Affairs

Others in Attendance:

Ms. Diane Eaton, Wellsboro Gazette
Mr. Brandon Ellers, Student
Mr. Joseph Maresco, President, Mansfield University Foundation
Mr. Jaren Berken, SGA Vice President
Mr. Jake Rubin, Student

III. PUBLIC COMMENTS

No comments received

IV. APPROVAL OF MINUTES

July 23, 2014 (Exhibit A)

A motion was made by Ms. Kilmer, seconded by Dr. Strohecker, and unanimously carried to approve the minutes of July 23, 2014 as identified in Exhibit A.

V. COMMITTEE REPORTS

A. Academic Affairs Report

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

- Academic Workforce Discussions
- COPLAC Visit Update

V. COMMITTEE REPORTS (continued)**B. Finance and Administration Report**

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

- Purchase Orders
- Annual Inspection of Facilities
- Approval of Annual Operating Budget

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. Crawford, seconded by Mr. Henderson, and unanimously carried to approve purchase orders of \$10,000 or more for the period of June 16, 2014 through August 15, 2014 for a total of \$2,312,706.43** 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. Russell, seconded by Mr. Swanger, and unanimously carried to approve purchase orders of less than \$10,000 for the period of June 16, 2014 through August 15, 2014 for a total of \$519,413.55** as identified in Exhibit C.

Approval of 2015 Fiscal Plan

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Mr. Crawford, seconded by Mr. Henderson, and unanimously carried to approve the Mansfield University 2015 Fiscal Plan (budget)** as discussed in the Finance and Administration Committee meeting. Noting that this plan does not include any assumptions of an increase in appropriations or tuition.

C. Human Resources/Multicultural Affairs and Social Equity Report

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

- Faculty Phased Retirement Pilot Program
- Mansfield University Professional Development Fund Pilot Program
- Title IX regulations update
- The Human Resources/Multicultural Affairs and Social Equity Report raised \$500 which will be used for a student scholarship
- Welcomed Stephanie Allen, Associate Director of Multicultural and Equity Services as a recently new employee

D. Student Affairs Report

Dr. Bridges noted the topics discussed in the Student Affairs report:

- New Student Welcome and Orientation
- Community Service Initiatives
- Retention Update
- Career Center Personnel Update
- Student Activities Update
- International/Exchange Students Activities
- Greek Life Update
- Athletics Update
- Residence Life & Auxiliary Services Update
- Admissions/Enrollment Update

E. University Advancement Report

Mr. Maresco noted the topics discussed in the University Advancement report:

- Mansfield University Foundation Year-End Update
- MUF fundraising – multiyear initiatives
- Annual fund goal
- Employee giving campaign
- Student giving program

VI. OLD BUSINESS

No old business discussed.

VII. NEW BUSINESS

Mansfield University Student Code of Conduct

The Student Code of Conduct requires further revisions and was TABLED.

VIII. INFORMATION ITEMS – NO ACTION REQUIRED

No information items discussed

IX. EDUCATIONAL FEATURE

The 101st

Mr. Crofchik, Advisor for the 101st, provided background on this community service program directed at incoming freshman students. While focusing on community service, this program also provides opportunities for student development, leadership, and team building.

Mr. Crofchik shared that the members of the 101st participated in a community service project at Sand Run Falls where they assisted with trail maintenance and expanded trails.

Students Jake Rubin and Brandon Ellers shared their experience as participants in the first year of this program. Not only did this program offer them the opportunity to learn the campus, it gave them a feeling of fitting in here at MU. They both are looking forward to using the leadership skills gained to assist the new members of the 101st next year and recommend that freshman students entering next year participate.

Mr. Crofchik is already planning for the 2015 students and will send an email, use Facebook, and new student orientation to reach the new freshman class.

Mr. Crofchik shared that MU students have logged over 760 community service hours.

X. REPORTS

General Hendricks

General Hendricks provided the following report:

- COPLAC Update
- LUMA Statistics
- The Geosciences Academic Department will oversee The Marcellus Institute moving forward
- Police Academy will return to Mansfield University pending approval of a proposed Director
- Red and Black Committee held their first event, Jersey Day, with great success
- Volunteer first responder scholarship has been put in place in collaboration with the Tioga County Commissioners
- TEAM Update
- Military Tuition Pilot Update
- Graduation coin will be available for the first time to December Graduates
- Homecoming / 1890s weekend Update
- Foundation Fridays will kick-off this weekend
- Multiple opportunities this weekend to join us for the PRISM Concerts
- Facebook Statistics

X. REPORTS (Continued)

PACT

Mr. Crawford noted that the upcoming PACT Conference is scheduled for October 1 & 2, 2014 in Harrisburg. The meeting will focus on governance.

Student Government Association

Mr. Jared Berken provided the following report:

- New members of House of Representatives and Senate
- Working with the Art Department on a mural
- Working with Facilities on seating in the South Hall Mall for events
- Blue glow sticks were funded by SGA and distributed at the football game in honor of the fallen PA State Trooper, Cpl. Bryon Dickson. A photo taken was shared on social media garnering 25,000 visits.
- SGA is sponsoring prizes for the Homecoming King and Queen and for floats participating in the parade
- SGA is planning a retreat for October 5
- SGA is partnering with the student athlete committee on Project Mountie to increase student participation at athletic events

XI. OTHER BUSINESS

John Mansfield thanked the Provost and President for keeping communication lines open during what may be difficult year.

XII. DATE OF NEXT MEETING

The next regular meeting of the Mansfield University Council of Trustees will be held on **Wednesday, November 19, 2014, 2:00 p.m. in the North Hall 6th Floor Community Room.**

XIII. ADJOURNMENT

The meeting was adjourned at 2:43 p.m.

Respectfully Submitted,

Pam Boyce

Pam Boyce

**Mansfield University of Pennsylvania
Council of Trustee's Report
Purchases Over \$10,000
From 8/16/14 thru 10/15/14**

EXHIBIT B

Vendor-Name	Remarks	PO Date	PO Amount
Heartland Campus Solutions	Student loan billing and delinquent Student Accounts Services for FY 2014/2015	08/19/2014	\$ 27,500.00
Dell Marketing LP	Replacement Laptops for Library	08/28/2014	24,767.70
Penoco Inc	Asbestos removal from Alumni Hall 1st Floor FY 2014/2015	08/28/2014	20,993.00
PP&L Energyplus LLC	Natural gas purchase for Retan Center for FY 2014/2015	08/19/2014	20,000.00
Dell Marketing LP	Safe Connect Enforcer maintenance and upgrade for FY 2014/2015	10/15/2014	18,217.68
PSAC PA State Athletic Conference	Pennsylvania State Athletic Conference dues for FY 2014/2015	09/02/2014	18,000.00
EBSCO Subscription Services	Annual print subscription for Library for FY 2014/2015 and FY 2015/2016	09/04/2014	18,000.00
Sports Fever	Telecast of Princeton vs. Mansfield sprint football home game October 25	09/16/2014	16,000.00
Alan Probst Inc	Broadcast season coverage and advertising for FY 2014/2015	09/04/2014	13,650.00
Peopleadmin Inc	Software subscription agreement	09/05/2014	<u>11,074.56</u>
TOTAL			<u><u>\$ 188,202.94</u></u>

**Mansfield University of Pennsylvania
Council of Trustee's Report
Purchases under \$10,000
8/16/14 thru 10/15/14**

EXHIBIT C

Vendor-Name	Remarks	PO Date	PO Amount
Faronics	Power Save KIT Perpetual License & Maintenance For Student Machines	09/18/2014	\$ 9,867.00
Concept3D	Creation Of Interactive Maps & Virtual Tours For Campus	08/19/2014	8,950.00
Macelree Harvey LTD	Phase I legal Services Provided In August 2014	09/25/2014	7,890.87
Keystone North, Inc.	Guide Rail System For Phase II	09/24/2014	7,825.00
D & S Communications Inc.	Campus Telephones	10/01/2014	7,699.45
EBSCO Subscription Services	Annual Online Subscription For Library For FY 2014/2015 & F/Y 2015/2016	09/04/2014	7,500.00
Total Video Products	Projectors For Classrooms	08/25/2014	7,220.00
Perkin Elmer Health Sciences Inc.	Repair Of Analyst 800 Serial #800S3090203	10/13/2014	6,449.00
Hilsher Graphics	Gallery Books & Litho Prep	10/14/2014	5,925.50
Palci Inc.	Biology Online Subscription	10/15/2014	5,685.00
Active Data Exchange	Active Data Calendar Software	08/21/2014	5,353.00
Lisa M. Guthrie CPA	MAC Accounting Services	09/02/2014	5,087.50
Berkshire Systems Group Inc.	Misc. Parts For Fire Alarms & Sprinkler Systems Monitored By The Safety Office	08/25/2014	5,000.00
Idea Foundry Inc.	Membership Fee For PASSHE's Initiative To Recruit Chinese Students	10/07/2014	5,000.00
CSR	Annual Software Application Support For FY 2014/2015	09/30/2014	4,325.82
Bayard Printing Group	Postage For Fall 2014 Edition Of Mansfieldian	08/28/2014	4,302.42
Enterprise Rent-A-Car	Annual Renewal For Rental Car For Student Recruiter For FY 2014/2015	08/21/2014	4,300.00
Huffman's Office Supply	Furniture For Alumni Hall	09/15/2014	4,243.20
ACEN	Accreditation Commission For Education In Nursing, Inc. 1/1/15-12/31/15	09/12/2014	3,825.00
Praxair Mid-Atlantic	Eng Drive Bobcat Welder	09/30/2014	3,445.00
Accent ESI	Replacement Server For Camera Surveillance	10/13/2014	3,396.00
CDW-G	Xerox Phaser 3610 1200 DPI Blk/White	09/29/2014	3,366.06
Keystone Welding & Fab	Sidewalk Railing	08/26/2014	3,336.92
US Express	Moving Expenses For Deb Solfaro Athletics Director	09/10/2014	3,242.00
Paris Healthcare Linen	Blankets & Bed Packs	09/11/2014	3,194.00
Gov Connection Inc.	Replacement UPS Batteries	09/25/2014	3,157.59
All Floors Supplies	Carpet Tiles/Stair Trends For Elliott	09/03/2014	3,083.32
Berkshire Systems Group Inc.	Misc. Parts For Fire Alarms, Control Panels & Sprinkler Systems For FY 2014/2015	08/25/2014	3,000.00
Comfort Inn	Lodging For Search Candidates For FY 2014/2015	09/03/2014	3,000.00
Multiview Inc.	PA Music Educators Association Web Ad	09/11/2014	2,950.00

**Mansfield University of Pennsylvania
Council of Trustee's Report
Purchases under \$10,000
8/16/14 thru 10/15/14**

EXHIBIT C

Vendor-Name	Remarks	PO Date	PO Amount
Vasco Brands	Ice Melter	09/03/2014	2,937.06
Wild Rose Inc.	Concrete For Russell Field	09/25/2014	2,760.00
Hale Contracting	Repair Of Manser Dining Hall Roof	10/10/2014	2,700.00
AP Connections Inc.	License Upgrade For Increased Bandwidth	10/13/2014	2,545.00
Adirondack Solutions Inc.	Data Set-Up For Residence Life	10/14/2014	2,500.00
I D Booth Inc.	Parts For Boiler	08/22/2014	2,443.15
IBM Corp	Maintenance For 7/1/14 to 9/30/14	09/04/2014	2,342.37
The Perfect Answer Sales & Rentals	Fans For Air Circulation At Decker Gym	09/17/2014	2,250.00
I D Booth Inc.	Flexhose For Steam & Condensate Repairs	09/04/2014	2,121.60
National Assn Of Schools Of Music	National Association Of Schools Of Music Dues	09/11/2014	2,078.00
Grainger, Inc.	Custodial Supplies	09/23/2014	2,048.30
Merlin Benner/Remote Intelligence	Aerial Photography And Video FY 2014/2015	09/04/2014	2,000.00
Wavefunction Inc.	New Version Of Software For Chemistry & Physics Classroom	09/19/2014	2,000.00
Poll Everywhere, Inc.	Site License For 572 Students	09/24/2014	2,000.00
General Supply Co	Dormitory Locksets	08/19/2014	1,750.00
Integra One	Power Supply For Cisco Core Switch Project	08/28/2014	1,740.00
All Floors Supplies	Replace Stair Trends At Bookstore	09/04/2014	1,732.14
Werner Coach	Transportation For Recruitment Function From Phila. to MU On Sept. 18, 2014	09/05/2014	1,715.00
Campus Bookstore CCSI	USB Flash Drives For Student Recruitment	09/18/2014	1,625.00
Wild Rose Inc..	Concrete For Russell Field	08/19/2014	1,600.50
Mead's Greenhouse	Shrubs & Flowers For Campus	09/18/2014	1,564.75
Multi Media Services	Posters and Banners FY 2014/2015	09/03/2014	1,445.00
Broadcast Music, Inc..	Broadcast Music Inc. License	09/30/2014	1,430.11
Fatal Vision	Driving Impairment Training Mats For Campus Police	09/19/2014	1,372.80
Cargill Inc.-Deicing Technology	Road Salt	09/23/2014	1,358.51
Final Touch Accessory	Polo Shirts For Marching Band	09/03/2014	1,318.00
Industrial Piping Systems	Insulation For Steam & Condensate Line Repair	09/29/2014	1,222.12
Asics America Corporation	Track & Field Uniforms - Student Purchased	09/29/2014	1,203.06
Univar USA Inc..	Citric Acid For Water Plant	08/20/2014	1,143.50
Ellucian Company Lp	AD HOC Support Weekend Or Evening	09/29/2014	1,125.00

**Mansfield University of Pennsylvania
Council of Trustee's Report
Purchases under \$10,000
8/16/14 thru 10/15/14**

EXHIBIT C

Vendor-Name	Remarks	PO Date	PO Amount
Total Door Service	Repair Of Stanley Doors In Oak Hall	09/11/2014	1,107.18
Pepsi Cola Company	Beverages For Visit Day	08/28/2014	1,105.96
EBSCO Subscription Services	Journal Of Nursing Online Subscription	10/15/2014	1,101.34
C&J Catering LLC	Catering For Honors Fall Director's Meeting In Harrisburg	09/25/2014	1,091.52
I D Booth Inc.	Motor For Doane HVAC	10/15/2014	1,075.00
Wendi Fox	Speaker & Presentation Hosted By Carmen Wood & Judi Brayer	10/10/2014	1,040.00
ASCAP S&E Licensing	American Society Of Composers, Authors & Publishers Music License	09/30/2014	1,036.66
Jane Benedict	ACEN Standards Consultant	09/16/2014	1,000.00
Andre De Quadros	Clinics With Students & Performance	10/09/2014	1,000.00
Bayard Printing Group	Postage For Homecoming	08/25/2014	999.67
Tioga County Visitors Bureau	Half Page Ad In Tioga County Visitors Guide	10/01/2014	985.00
Twin Oaks Nurseries	Plants & Shrubs For Campus	09/15/2014	974.00
Keystone Mobile Shredding Inc.	Shredding Services For Campus	10/08/2014	947.50
H & H Service Company Inc.	Compressor For Doane HVAC	08/19/2014	940.92
Wilson Rental Center	Floor Stripper Rental	09/11/2014	920.62
Titan Sports & Graphics	Embroidery Services For Track & Field Apparel	09/11/2014	884.00
Ellucian Company LP	Consulting For July 2014	09/04/2014	881.25
Neopost Inc.	Meter Rental For FY 2014/2015	10/09/2014	864.00
Tioga Publishing Company	Ad For Homecoming/1890's	10/07/2014	860.50
Lisa M. Guthrie CPA	MAC Monthly Account Services	09/25/2014	825.00
Pepsi Cola Company	Drinks For Move-In Days	08/19/2014	820.72
Praxair Mid-Atlantic	Repair Miller-Bobcat 22G Plus Welder	09/03/2014	800.00
Mansfield Crane	1/2 Day Crane Rental For Russell Field	10/06/2014	800.00
Cayuga Radio Group	Radio Ad For August 2014	10/06/2014	800.00
Cayuga Radio Group	Monthly Radio Commercials	10/10/2014	800.00
Demans Team Sports	Baseball Winter Clinic Shirts	10/06/2014	793.70
Macelree Harvey, Ltd.	Legal Services for MAC Phase I	08/28/2014	772.50
B & L Portable Toilet Rental, Inc.	Portable Toilets For LUMA Event	10/07/2014	760.00
K & D Factory Service, Inc..	Repairs To Dishwasher Insinger In Jazzman	10/06/2014	728.13
Lawn & Golf Supply Co	Material For Hillside Stabilization	09/04/2014	727.00

**Mansfield University of Pennsylvania
Council of Trustee's Report
Purchases under \$10,000
8/16/14 thru 10/15/14**

EXHIBIT C

Vendor-Name	Remarks	PO Date	PO Amount
Berkshire Systems Group Inc.	Microphone Replacement For Sycamore	09/29/2014	714.00
A.M. Leonard Inc.	Supplies For Grounds Crew	09/30/2014	702.88
NYSSMA School Music News	Booth Reservation & Institutional Membership For New York State School Music Associat	10/15/2014	700.00
DBM Controls	Circulator Pump & Seal Kit For Field House Domestic Hot Water	09/04/2014	683.20
Grainger	Water Filters For Sycamore Water Fountains	09/15/2014	669.68
Central Credit Audit Inc.	Collection Fees For Wellsboro Ambulance Approved By President's Office	09/25/2014	664.00
Janway Company	Lanyards For EDSPE Majors	08/28/2014	632.50
Univ Ropes Course Builder	Annual Challenge Course Inspection FY 2014/2015	08/25/2014	625.00
Nebraska Scientific	Dissection Specimens For Zoology	09/23/2014	623.20
Demans Team Sports	Shirts For Baseball Fall Clinic	09/19/2014	619.00
Lisa M. Guthrie CPA	Additional Interim Financial Statements For Refinancing Of Phase I	09/30/2014	605.60
Bob Scott Productions	Prism Ad For Music Dept., Includes Copy, Talent, Music Edit Distribution	10/07/2014	604.69
Fisher Scientific Company	Supplies For Microbiology	09/22/2014	599.17
North American Directory Services	Ad In Comfort Inn Guest Directory	10/07/2014	575.00
Boosey & Hawkes	Rental Fee For Raise The Roof Symphonic Band Version	10/14/2014	559.24
I D Booth Inc.	Railing For Sidewalk	08/22/2014	551.49
KBF Print Technology	A/P Envelopes	08/26/2014	548.50
Mansfield Embroidery	Shirts For Student Maintenance Workers For Spruce/Sycamore & Oak/Hickory	09/19/2014	540.50
I D Booth Inc.	Railing For Sidewalk	08/28/2014	533.02
Pennington Professional Products	Seed for Athletic Fields	10/07/2014	520.00
A.M. Leonard Inc.	Grounds Supplies	10/09/2014	509.87
J.W. Pepper & Son Inc.	Music For Wind Ensemble	08/27/2014	505.50
Grainger	VHP Air Filters For Oak/Hickory	10/06/2014	492.48
Banfield-Baker Corp.	Fungicide For Soccer Field	09/03/2014	489.00
Dehart, W. A.	Concession Stand Supplies	09/12/2014	469.98
Pennington Professional Products	Snapshot Herbicide	10/06/2014	466.50
Mountain Measurement Inc.	Joint Semi-Annual & Annual NCLEX RN Program Reports	09/25/2014	450.00
WHGL-FM	Radio Spots For LUMA	10/13/2014	450.00
Beiters Furniture Inc.	TV Replacement In Hickory Rec Room & 4th Floor Project Room	09/05/2014	449.00
Robert M. Sides	Trombone For The Methods Instruments Class	09/15/2014	447.00

**Mansfield University of Pennsylvania
Council of Trustee's Report
Purchases under \$10,000
8/16/14 thru 10/15/14**

EXHIBIT C

Vendor-Name	Remarks	PO Date	PO Amount
Campus Bookstore CCSI	Promotional Items For Recruitment Function	09/30/2014	440.15
Mansfield Comfort Inn	Lodging For COPLAC Visit	09/23/2014	431.64
WLVY/WELM	Radio Commercials	10/13/2014	417.00
WLVY/WELM	Sept. Radio Spots	10/13/2014	417.00
Wild Rose Inc.	Route 6 Sidewalk Railing	09/04/2014	415.63
Multi Media Services	Posters & Banner For Opening Week	10/14/2014	408.00
Lou Condon	Baseball Camp Instructor	08/28/2014	400.00
PHENSA Inc.	PA Higher Education Nursing Schools Association Dues	09/29/2014	400.00
Wild Rose Inc.	Concrete For Sidewalk Repair	10/13/2014	388.00
Wild Rose Inc.	Concrete For Kelchner Fitness Center Sidewalk	10/13/2014	388.00
Robert Stiles	Bus Transportation For Recruitment Function For Cowanesque Valley High School	10/14/2014	378.00
Commonwealth Of PA	Annual Clean Air Permit	08/26/2014	375.00
Multi Media Services	Imprint 12,500 Window Envelopes	09/11/2014	374.37
Bloss Holiday Market	Chicken & Supplies For Gateway BBQ	09/11/2014	367.93
Makemusic Inc.	Smart Music Subscription	09/24/2014	360.00
Erc Wiping Products Inc.	Custodial Supplies	10/09/2014	360.00
K & D Factory Service Inc.	Switch Repair On Vulcan Fryer	09/22/2014	357.20
C&J Catering LLC	Coffee Service For SSHELCO Director's Meeting 9/18/14	10/06/2014	354.30
Ad Image	Ad For Annual Collegiate March Band Festival Program	10/01/2014	350.00
Long Communications Systems Inc.	Ear Pieces For New Radios For Campus Police	09/19/2014	334.40
Sigma-Aldrich Inc.	Chemicals For Physiology Course BI 3310	09/29/2014	330.02
Northern Tier Solid Waste Authority	Disposal Of Old Carpet In Elliott	09/24/2014	325.76
Thompson'S Food Service	Supplies For Concession	09/15/2014	322.80
Keystone Advertising Specialties	Team Uniform T's For Softball Tournament	09/04/2014	315.00
Titan Sports & Graphics	Embroidery Services For Track Apparel	10/13/2014	309.00
Ellucian	Webinar Class For Melanie Seymour	09/19/2014	300.00
Beagle Media LLC	Sept. Ad For 1890's/Homecoming	10/01/2014	300.00
National Partnership	National Partnership Annual Dues Oct. 2014 to Sept. 2015	10/06/2014	300.00
Sports Locker	Women's Basketball Uniforms	10/13/2014	300.00
Demans Team Sports	Baseball Hats For Winter Clinic	10/01/2014	299.00

**Mansfield University of Pennsylvania
Council of Trustee's Report
Purchases under \$10,000
8/16/14 thru 10/15/14**

EXHIBIT C

Vendor-Name	Remarks	PO Date	PO Amount
Hampton Inn & Suites	Lodging For Investigator For Title 7	10/15/2014	294.62
Quill Corporation	Toners For Ricoh Color Printer	08/25/2014	289.36
Wellsboro Rental Center	Core Drill Rental For Steam & Condensate Repairs	09/04/2014	288.00
EMD Millipore Corporation	Tank Sensor For Water System For Microbiology	10/09/2014	279.65
Subway	Refreshments For Mountie Ambassador Training	09/30/2014	279.16
Northern Tier Solid Waste Authority	Trash Removal For Fall Move-In For Residence Halls	10/09/2014	277.00
Pepsi Cola Company	Concession Supplies	09/17/2014	275.28
Bayard Printing Group	Homecoming Brochure Mailing	09/16/2014	275.00
PMEA News	Ad In PA Music Educator's Association Brochure	09/23/2014	275.00
Jill D. Cross	Stone For Russell Field	09/15/2014	264.61
Keystone Advertising Specialties	T-Shirts For Color Run	10/06/2014	260.00
Jill D. Cross	Stone For Steam & Condensation Line Repair	09/04/2014	256.48
Harnishfeger, Ralph L.	Commonwealth Of PA University Biologists Membership Dues	09/29/2014	250.00
Towanda Area Schl Dist	Ad For Towanda High School Book Covers	10/06/2014	250.00
Thompson Publishing Group Inc.	Webinar Ondemand "Time & Effort"	09/12/2014	249.00
Twin Tier Paint Wallcovering	Paint For Parking Spaces	09/04/2014	248.97
Mansfield Embroidery	Trophy & Medals For Cross Country Meet	09/29/2014	248.00
James R Mack III	Dinner Meeting For Mountie Ambassadors	09/03/2014	228.75
MF Athletic	Cross Country Runner's Number Sets	09/29/2014	227.95
Huffman's Office Supply	Repair Of Samsung SF-560 Fax Machine In Pinecrest	10/10/2014	225.00
Mansfield Borough	Pool Passes For Gateway Students	09/05/2014	214.00
Dehart, W. A.	Supplies For Concessions	10/06/2014	211.65
Dehart, W. A.	Concession Supplies	09/29/2014	210.47
Penoco Inc.	Asbestos Testing At Retan Center	09/04/2014	210.00
Laurie Tompkins	Scoreboard Operator For Home Football Games	09/17/2014	200.00
NFHCA	National Field Hockey Coaches Association Renewal Fee	08/19/2014	200.00
NACWAA	National Association Of Collegiate Women Athletics Membership	09/15/2014	200.00
NYSSMA School Music News	Ad For New York State Music Association Convention Booklet	10/15/2014	200.00
Denville Scientific Inc.	Polystyrene Tubes With Screw Cap	09/22/2014	198.56
Northern Tier Solid Waste Authority	Waste Removal For Elliott Carpet Project	08/27/2014	193.67

**Mansfield University of Pennsylvania
Council of Trustee's Report
Purchases under \$10,000
8/16/14 thru 10/15/14**

EXHIBIT C

Vendor-Name	Remarks	PO Date	PO Amount
Hickey's Music Center	Repair of Saxophone	08/22/2014	186.00
Athens Area High School	Ad for Athens High School Yearbook	10/01/2014	185.00
C. F. Peters Corp	Rental Music For The Holiday Concert FY 2014/2015	10/02/2014	185.00
Flag Loft	International Flags To Be Used At Convocation	08/21/2014	180.70
National Fastpitch Coaches Assoc.	National Fastpitch Coaches Association Renewal Fee	08/19/2014	180.00
NYSTAA	New York State Transfer & Articulation Association Membership	09/05/2014	180.00
Advanced Chemistry Development	Maintenance & Software Upgrade On Stand Alone User	09/19/2014	180.00
D & S Enterprises	Parts For Grasshopper Mower	09/22/2014	176.92
Robert M. Sides	Supplies For Methods Instruments	09/17/2014	173.00
4Imprint	MU Lanyards For Visit Day Program	09/05/2014	166.38
Longstreth Sporting Goods	Softball First Base Mitts	09/29/2014	160.85
Kecks Meat & Food Service	Supplies For Concession	09/15/2014	153.96
Chronicle Of Higher Education	Chronicle of Higher Ed Subscription Renewal	09/03/2014	151.00
Machmer, Brian	Hay Bales For Mulch	10/07/2014	150.00
Bimbo Foods Inc.	Concession Supplies	09/17/2014	146.25
WNBT	Ad For Prism Concert	10/07/2014	146.00
Campus Bookstore CCSI	Books For Gateway Students	09/05/2014	145.90
Robert M. Sides	Bass Clarinet For Wind Ensemble	08/27/2014	138.00
Women'S Basketball Coaches Assn	Women's Basketball Coaches Association Membership	08/22/2014	130.00
Luck's Music Library	Musical Score	08/27/2014	130.00
PA Deans' Forum	PA Dean's Forum Registration & Fall 2014 Meeting	09/12/2014	125.00
Campus Bookstore CCSI	Hats For 1964 MU Homecoming Parade & Events	10/09/2014	124.32
Department Of Labor & Industry	Boiler Inspection	10/09/2014	110.00
Mansfield Chamber Of Commerce	Sponsorship Of Chamber of Commerce 5K Run	10/09/2014	100.00
Studentaffairs.Com	Webinar For Andee Dunham On 10/2/14	09/22/2014	98.00
Studentaffairs.Com	Webinar For Ruth Hermansen on 10/14/14	09/22/2014	98.00
Pepsi Cola Company	Soda For Rock Wall Challenge	10/07/2014	97.00
Dehart, W. A.	Concession Supplies	09/22/2014	90.90
CPP Band Boosters	Full Page Ad In Band Boosters Magazine	09/11/2014	90.00
Titan Sports & Graphics	Embroidery Services For Swim Uniforms	10/13/2014	88.00

Mansfield University of Pennsylvania
Council of Trustee's Report
Purchases under \$10,000
8/16/14 thru 10/15/14

EXHIBIT C

Vendor-Name	Remarks	PO Date	PO Amount
Bimbo Foods Inc.	Supplies For Concessions	10/06/2014	87.75
Mansfield Embroidery	Embroidery Services For 1964 Team Caps	10/09/2014	84.00
Kecks Meat & Food Service	Concession Supplies	10/09/2014	81.72
Campus Bookstore CCSI	Books For Gateway Students	09/12/2014	81.00
Wildflower Meadows LLC	Handicap Symbol Traffic Cone Signs	08/28/2014	73.89
Pepsi Cola Company	Soda For Golf Tournament	09/22/2014	73.68
Campus Bookstore CCSI	Book For Gateway Students	10/09/2014	72.95
Leonard Kreger	Baseball Tournament Umpire	08/19/2014	70.00
Opticsplanet.Com	Duty Belt for Campus Police	10/14/2014	69.99
Trapuzzano	Trousers For Campus Police	09/16/2014	69.00
Chronicle Of Philanthropy	Subscription To Chronicle of Philanthropy	08/20/2014	65.00
Titan Sports & Graphics	Embroidery For Cross Country Uniforms	09/29/2014	64.00
Arnold Werts	Men's Basketball Summer League Referee	09/04/2014	60.00
Wellsboro Rental Center	Rental Of Concrete Power Trowel For Russell Field	09/25/2014	55.00
NJACAC	New Jersey Association For College Admissions Counselors Membership	08/21/2014	50.00
Robert M. Sides	Reeds For Bass Clarinet	08/27/2014	46.00
Dressel Welding Supply Inc.	Cylinder For Athletic Painting	10/14/2014	42.24
Dressel Welding Supply Inc.	Industrial Cylinder	09/11/2014	42.20
Dressel Welding Supply Inc.	Industrial Cylinders	09/12/2014	40.84
Hoover Hardware	Rental Of Power Screed For Concrete Finishing At Russell Field	09/25/2014	40.00
Keystone North Inc.	TV Bracket Shelf	09/16/2014	39.20
Kandle Light	Light Bulbs For Holiday Concert Candles	09/23/2014	39.00
Postage Pros Plus Inc.	Meter Tape For Postage Machine	09/05/2014	33.33
Pepsi Cola Company	Soda For Jersey Day	09/12/2014	27.63
Scrip-Safe Security Products	Quarterly Bill For Scrip-Safe Security	10/09/2014	20.00
Campus Bookstore CCSI	USB Flash Drive	09/25/2014	14.99
Campus Bookstore CCSI	Project & Poster Board For Community Service Project	10/15/2014	11.38
TOTAL			<u>\$ 275,952.14</u>

**Mansfield University of Pennsylvania
Council of Trustee's Report
Summary of Purchases
8/16/14 thru 10/15/14**

EXHIBIT C

SUMMARY OF ALL PURCHASES & CONTRACTS

Total Purchases over (>) \$10,000 from August 16, 2014 to October 15, 2014	\$ 188,202.94
Total Purchases under (<) \$10,000 from August 16, 2014 to October 15, 2014	<u>275,952.14</u>
SUB-TOTAL	\$ 464,155.08

CREDIT CARD PURCHASES

August 16, 2014 - October 15, 2014	\$ 115,055.74
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GRAND TOTAL	<u><u>\$ 579,210.82</u></u>
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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, September 24, 2014 in accordance with the rules and regulations adapted by the Board of Governors.

The inspection was held following the business meeting on the same date and was conducted by General Fran Hendricks, President; Mr. John Adams, Vice President for Finance and Administration; and Mr. Scott Williams Associate VP of Finance and Administration.

Members of the Council of Trustees participating were:

- Mr. Ralph H. Meyer
- Ms. Bobbi Kilmer
- Ms. Karen Russell
- Mr. Patrick Henderson

The following areas were specifically toured/reviewed:

- New campus core switch and uninterruptable power supply in Memorial Hall
- New Business Services office arrangement in second floor Memorial Hall
- New raised landscaping around Elliott Flag poles with the perimeter sitting wall
- New 1,000,00 gallon Water Tank
- Russell Field with its extensive hillside stabilization and drainage upgrades, along with the recently installed discus throwing pad and cage and the soon-to-be-erected combination discus/hammer throwing pad/cage
- Soccer field with its recent extensive hillside stabilization and drainage upgrades
- New re-paved surfaces of the soccer field parking lot and the baseball field parking lots
- Exterior of and discussed new residence halls Spruce and Sycamore.
- Several spaces within the recently renovated Grant Science Center
- Remaining space of Grant Science that will be renovated summer 2015

Other projects discussed during the tour were:

- Carpeting to be replaced in second floor North Hall winter break 2014 or summer 2015
- Upcoming ceiling asbestos removal and office renovation in first floor Alumni Hall
- Recent carpet replacement in classrooms of Elliott Hall and future plans for office carpet replacement in Elliott Hall
- Soon-to-start Straughn Auditorium renovation project – DGS funded and managed
- Upcoming drainage project for Shaute Baseball Field

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

MANSFIELD UNIVERSITY

COUNCIL OF TRUSTEES MEETING

Monday, December 22, 2014
4:00 p.m.
North Hall 6th Floor Community Room

A G E N D A

I. MEETING CALLED TO ORDER

II. RECORDING OF ATTENDANCE

III. PUBLIC COMMENTS

IV. NEW BUSINESS

- A. Certification of Compliance with Board of Governors' Policy 1985-04-A: University External Financial Support

MOTION: to approve the Certification of Compliance with Board of Governors' Policy 1985-04-A: University External Financial Support as identified in Exhibit A

- B. Protection of Minors Policy

- C. Student Code of Conduct Policy

MOTION: to approve the changes to the Student Code of Conduct as identified in Exhibit B

- D. MS Nutrition (online program)

MOTION: that the Council of Trustees at Mansfield University of Pennsylvania approve the Master of Science in Nutrition to move forward to the Board of Governors of the State System of Higher Education for final approval as identified in Exhibit C

V. DATE OF NEXT MEETING

The Mansfield University Council of Trustees annual retreat will be held **Wednesday, January 28, 2015.**

The next regular meeting of the Mansfield University Council of Trustees is scheduled for **Wednesday, March 25, 2015, 2:00 p.m. in the North Hall 6th Floor Community Room.**

VI. ADJOURNMENT

**Council of Trustees Resolution
for Annual Certification of Compliance
with Board of Governors' Policy 1985-04-A: *University External Financial Support***

**Resolution of Mansfield University of Pennsylvania
Certification of Compliance with Board of Governors' Policy 1985-04-A:
*University External Financial Support***

The Council of Trustees of Mansfield University of Pennsylvania, upon recommendation of the president, hereby certifies, as per Board of Governors' Policy 1985-04-A, that the following affiliated entities make a financial contribution to the University or provide similar benefits on a regular basis, satisfactory to this Council of Trustees and to the president.

Mansfield University Foundation
Mansfield Auxiliary Corporation (MAC)
College Community Services, Inc (CCSI)

The Council of Trustees also certifies that, to the best of its knowledge, information and belief, the affiliated entities are in compliance with Board of Governors' Policy 1985-04-A, in that they exist solely for the benefit of the University; the expectations of the relationship between the University and the affiliated entities are memorialized in current, executed Memoranda of Understanding; and the affiliated entities require an annual external audit of their funds and provide copies of their audit reports to the University and the Office of the Chancellor.

The Council of Trustees also certifies that, to the best of its knowledge, information and belief, no University employee serves as a voting member of the Board of these affiliated entities, nor does any employee of the University risk adverse interest through service to or relationship with an affiliated entity.

A copy of a statement by the University's chief financial officer summarizing both the direct University support provided to the affiliated entities and the contributions made by the affiliated entities to the University covered in this certification is attached hereto and made a part hereof.

As approved by action of the Council of Trustees during a special meeting held on December 22, 2014 at Mansfield, Pennsylvania.

**Chairperson
Council of Trustees**

**Secretary
Council of Trustees**

Mansfield University Special Council of Trustees Meeting
December 22, 2014

SUBJECT: Annual Certification of Compliance with Board of Governors' Policy 1985-04-A:
University External Financial Support

BACKGROUND: The Pennsylvania State System of Higher Education Board of Governors' Policy 1985-04-A was amended to alter the date of submission to the System's Legal Office the annual certification of compliance and previous fiscal year financial information from December 1 to January 31 of the following calendar year. The primary reason for this change is due to other institutional Councils of Trustees meeting dates falling in December or January, after the earlier due date. The attached documentation reflects the financial information for the three affiliated entities, MU Foundation, MAC and CCSI, for Fiscal Year 2013-14, and the accompanying certification of compliance resolution.

MOTION: That the Mansfield University Council of Trustees approve the Resolution for Certification of Compliance with Board of Governors' Policy 1985-04-A: *University External Financial Support*.

Supporting Documents Included: N/A

Other Supporting Documents Available: Board of Governors' Policy 1985-04-A: *University External Financial Support*

Reviewed by: N/A

Prepared by: John C. Adams

December 10, 2014

RE: Mansfield University of Pennsylvania
External Financial Support – BOG 1985-04-A
Certification of Support by University and Foundation

Direct Support by University for Foundation:

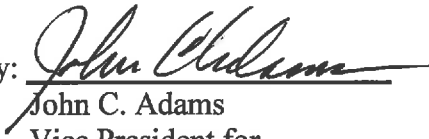
As specified in the Memorandum of Understanding between Mansfield University of Pennsylvania (University) and the Mansfield University Foundation (Foundation) the following services are provided by the University to the Foundation:

- Communication services including telecommunications;
- Payment of an annual agreed-upon operating fee;
- 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.

Direct Support by Foundation to University:

As specified in the FY 14 audited financial statements of the Foundation, the following program expenses were provided by the Foundation for the benefit of the University:

	<u>FY 2013</u>	<u>FY 2014</u>
Scholarships	\$285,517	\$305,135
Donations	9,276	10,402
Capital and equipment	18,317	2,003
Supplies	27,466	41,390
Printing	1,794	4,786
Travel	17,543	184,127
Meals and refreshments	37,068	30,785
Other program expenses	46,444	57,186
Total Program Expenses	<u>\$443,425</u>	<u>\$635,814</u>

Submitted by: 
John C. Adams
Vice President for
Finance and Administration

Date: December 10, 2014

December 10, 2014

RE: Mansfield University of Pennsylvania
External Financial Support – BOG 1985-04-A
Certification of Support by University and MAC

Direct Support by University for MAC:

As specified in the Facility Management Agreement between Mansfield University of Pennsylvania of the State System of Higher Education (University) and Mansfield Auxiliary Corporation, Inc. (MAC) the following services are provided by the University to MAC:


- Day-to-day management of all aspects of the operation of the project;
- Marketing and occupancy of project;
- Negotiate service contracts and purchasing;
- Maintenance, repair and replacement of project and furniture, fixtures and equipment;
- Billing and enforcement of collections;
- Supply standard housing contracts to residents;
- Emergency response.

Direct Support by MAC to University:

As specified in the FY 14 audited financial statements of MAC, the following program expenses were provided by MAC for the benefit of the University:

	<u>FY 2013</u>	<u>FY 2014</u>
Scholarships	<u>\$101,365</u>	<u>\$250,000</u>
Total Program Expenses	<u>\$101,365</u>	<u>\$250,000</u>

Submitted by:


John C. Adams
Vice President for
Finance and Administration

Date: December 10, 2014

December 10, 2014

RE: Mansfield University of Pennsylvania
External Financial Support – BOG 1985-04-A
Certification of Support by University and CCSI

Direct Support by University for CCSI:

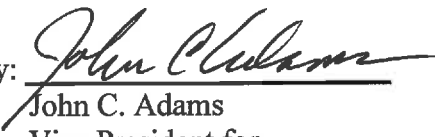
As specified in the Memorandum of Understanding between Mansfield University of Pennsylvania (University) and College Community Services, Inc. (CCSI) the following services are provided by the University to CCSI:

- Communication services including telecommunications;
- Access to University mail and printing services;
- Access to computer network and databases;
- Billing and collection of the student activity fee;
- Consultation on fiscal issues;
- Office space within Alumni Hall Student Center including utilities;
- Access to other University facilities for approved vending.

Direct Support by CCSI to University:

As specified in the FY 14 audited financial statements of CCSI, the following program expenses were provided by CCSI for the benefit of the University:

	<u>FY 2013</u>	<u>FY 2014</u>
Scholarships	\$ 19,558	\$153,750
Donations	560,545	650,076
Capital and equipment	506,473	134,166
Travel	5,867	31,599
Total Program Expenses	<u>\$1,092,443</u>	<u>\$969,591</u>

Submitted by: 
John C. Adams
Vice President for
Finance and Administration

Date: December 10, 2014

Mansfield University

Student Code of Conduct

(Revised: 12/2014)

Note: Students are accountable for the information contained in this Student Code of Conduct as electronically published at www.mansfield.edu. The University reserves the right to change or modify the contents listed herein. Check your Mansfield University email on a regular basis for updates about this document.

Find the Student Code of Conduct on the Student Affairs web site at:

<http://www2.mansfield.edu/student-affairs/>

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Welcome to Mansfield University!

Thank you for selecting Mansfield University as your University of choice. On behalf of the staff of the Student Affairs Division, it is our pleasure to welcome you to Mansfield. Our goal is to promote student development by creating a supportive environment challenging to lifelong learning both in the classroom and beyond. We hope that we will be able to positively contribute to your education. The experiences and skills you acquire at Mansfield will benefit you the rest of your life.

The Student Code of Conduct is a guide to the standards of conduct required for a learning community in which members pursue their goals. This code provides most of the behavioral guidelines students are responsible for knowing. Other policies applicable to students can be found on the Mansfield University website <http://www.mansfield.edu/policies-procedures/>. You are specifically directed to review the Sex Discrimination and Misconduct Policy <http://www.mansfield.edu/hr/title-ix/> on the University (Title IX) Website. The policies included in this book and published on Mansfield University's Website supersede all previous Student Codes of Conduct. Read the contents and become familiar with the information; students are responsible for knowing the material in this book. For more information contact the Vice President for Student Affairs & Enrollment Management at 570.662.4342.

The Code of Conduct is a companion to the University Catalog, which contains academic policies, financial information, and other policies. Mansfield reserves the right to change this document and the statements within as necessary and will provide appropriate notice to the students via campus email.

The Vice President for Student Affairs & Enrollment Management has designated the Community Conduct Officer and Service Coordinator as the principal administrator of this document and the Chief Conduct Officer. Students with questions or comments about these policies should consult with the Community Conduct Officer Frank Crofchick at 326 Alumni Hall or by phone at 570.662.4981

We look forward to serving you. Best of luck with your studies!

Student Conduct and Student Affairs and Enrollment Management

Student Code of Conduct

Introduction

The University has established this Student Code of Conduct to ensure the safety and welfare of the Mansfield University community. Students admitted to the University agree to adhere to the rules and policies set forth in this Code. Students voluntarily assume the obligation to fulfill the responsibilities set forth here and to bear personal responsibility for their actions. The University has developed other policies, procedures, and standards which endeavor to protect the rights of each member of the university community which are found at <http://www.mansfield.edu/policies-procedures/> and <http://www.mansfield.edu/hr/title-ix/>

The Mansfield University President had assigned responsibility for the implementation of the Student Code of Conduct to the Vice President for Student Affairs & Enrollment Management or his or her designee. The student conduct process in this Code is different and separate from criminal and civil court proceedings.

Mansfield University is committed to providing a safe and secure educational, residential and employment environment, free from discrimination and harassment, including discrimination based on sex. Sexual discrimination encompasses all forms of sexual misconduct: sexual harassment, sexual assault, sexual violence, domestic violence, dating violence, sexual exploitation, stalking and any sexual activity conducted without consent. Accordingly, Mansfield University will not tolerate any form of sexual misconduct and provides this policy to ensure its employees, students, and other members of the University community are not subjected to sexual discrimination in any form. **“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”**

For information regarding civil rights or grievance procedures and for inquiries concerning the application of Title IX and its implementing regulations, contact The University Title IX Coordinator Ms. Dia M. Carleton, J.D., Executive Director for Employee and Leadership Services, 118 Alumni Hall, Mansfield University, Mansfield, PA 16933, Phone: 570.662.4892, Email: dcarleto@mansfield.edu. Additionally, inquiries concerning Title IX and its implementing regulations can be made to the U.S. Department of Education, Office of Civil Rights, Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue SW, Washington DC 20202-1100, Phone: 800.421.3481, Fax:202.453.6012, TDD: 800.877.8339.

Expectations of Students

Students are expected to:

- Accountable for being aware of information contained in the University Course Catalog <http://catalog.mansfield.edu/>, Student Code of Conduct, and any other policies relating to student responsibilities.
- Be respectful of the rights of others.
- Comply with reasonable verbal and written directions of University officials.
- Respect others' freedom to teach and freedom to learn.

Our Goals:

1. Educate students, faculty and staff on issues related to student conduct, responsibilities, and behavioral expectations in the Student Code of Conduct.
2. Protect the rights of students and the University community.
3. Provide fair and impartial processes for students charged with violating the Student Code of Conduct.
4. Educate students who have violated the Student Code of Conduct by assigning purposeful sanctions that foster learning, ethical development, and personal integrity.

5. Encourage respect for members of the University community.

Desired Outcomes Through the Conduct Process:

1. Students involved in the student conduct process will demonstrate knowledge of the Student Code of Conduct and the rights of others.
2. Students involved in the student conduct process will be able to identify their rights as students.
3. Students involved in the student conduct process will be able to analyze their responsibilities as University community members.
4. Students involved in the student conduct process will demonstrate a greater awareness of their own developing identity.
5. Students found in violation of the Student Code of Conduct will demonstrate insight into their abilities for ethical decision making.
6. Students found in violation of the Student Code of Conduct will be able to predict consequences for their future actions.
7. Students found in violation of the Student Code of Conduct will demonstrate a change in their behaviors.

Definitions

Administrative Conduct Hearing Process — A process in which the facts of an alleged violation of the code are presented to a Chief Conduct Officer, or designee, who will determine if a violation(s) took place and what sanction(s) are appropriate.

Complainant — A student who makes an allegation against another student of a violation of the Student Code of Conduct

Chief Conduct Officer — A professional staff member trained to determine if a violation of the Student Code of Conduct has occurred. The Chief Conduct Officer receives training on diversity, student development theory, and due process. Any action required to be performed under this Code by the Chief Conduct Officer may be performed by his or her designee.

Consensual — Any act or pattern of behavior between two parties that is conducted with consent.

Consent- Words or actions that demonstrate an affirmative, unambiguous, knowing and voluntary agreement to engage in activity. Consent must be informed and freely given. Someone who is incapacitated as a result of alcohol or other drug consumption (voluntarily or involuntarily), or who is unconscious, unaware or otherwise helpless, is incapable of giving consent More information on, and further definition of, consent to

sexual activity is set forth in the Sexual Discrimination and Misconduct Policy- Title IX Policy and Complaint Procedures (<http://www.mansfield.edu/hr/title-ix/>)

Parties — Both the person lodging a complaint and the person about whom the complaint is made.

Preponderance of Evidence — A standard of proof in which evidence is presented that is sufficient to make a reasonable person believe that a fact sought to be proved is more likely true than not.

Prohibited conduct — Any behavior that is inconsistent with the standards of the University community encompassed in the Student Code of Conduct.

Reasonable Person — A hypothetical person in society who exercises average care, skill, and judgment in conduct and who serves as a comparative standard for determining a preponderance of the evidence.

Respondent — A Student who has allegedly violated the Mansfield University Code of Conduct

Sanction — An outcome imposed for the violation of the Student Code of Conduct. Generally, sanctions are educational in nature and intended to modify the student's behavior and build an awareness of personal responsibility and community standards.

Student — Any person enrolled in a credit or non-credit course at Mansfield University.

Student Conduct Hearing Board Process — A process in which the facts of an alleged violation of the code are presented to a Student Conduct Hearing Board which will determine if a violation(s) took place and what sanction(s) are appropriate.

Student Conduct Hearing Board Member — Any person or board member in addition to the Chief Conduct Officer authorized by the University to determine whether a student has violated the Code of Student Conduct.

University community member — Any person associated with Mansfield University through enrollment in classes, employment or participation in University programs.

Jurisdiction

The Student Code of Conduct shall apply to any conduct occurring on any and all land owned or leased by the University, as well as to any conduct occurring any location where a student is engaged in a University-related activity. The Student Code of Conduct may also apply to conduct occurring off-campus, when the administration determines that the off-campus conduct affects a substantial interest of Mansfield University. The Student Code of Conduct shall apply to activities of University teams traveling to events off campus, recognized clubs/organizations, any student or University sponsored group engaging in an event or activity on or off campus; on or off campus internships, on or off campus community service and study abroad.

Students will be responsible for their conduct from the time of application for admission until the award of a degree. This code also applies to behavior that is a violation of local, state, or federal laws and any behavior that may have, or has had, an adverse impact upon the University community.

All complaints alleging a violation of this code are subject to the student disciplinary procedures. Any student who is found to have committed an act of misconduct may be disciplined in accordance with the rules of this

code. If a student is suspected of violating a state or federal criminal law, the incident may be reported to the Mansfield University Police or appropriate law enforcement agency. Civil or criminal proceedings may occur simultaneously with code of conduct charges.

Mansfield University reserves the right to initiate conduct proceedings without a formal allegation by the victim or witnesses of alleged misconduct.

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 respond as the representative of the organization. Additional members of the organization may be charged to respond as additional representatives of the organization following the procedures in this Code

Sanctions on University Organizations

If an organization is found to be in violation of University policy, sanctions may be levied against the organization itself or upon individual members of the organization. Sanctions against an organization may include loss of University recognition (<http://www.mansfield.edu/student-organizations/organizations-clubs.cfm>) establishment of a probationary period, or loss of the privilege to use University facilities.

Student Code of Conduct Prohibited Behaviors

The following acts of misconduct are prohibited

1. Violations of the Rights of Others

- 1.1 Physical assault or abuse, verbal abuse, threats, intimidation, coercion or conduct that injures, threatens or endangers the health and safety of any person;
- 1.2 Any act, display or communication that constitutes sexual discrimination or sexual misconduct which includes harassment, sexual assault (non-consensual sexual contact or intercourse), domestic violence, dating violence, sexual exploitation, stalking, retaliation and intimidation **as defined and as prohibited in the Sexual Discrimination and Misconduct Policy-Title IX Policy and Complaint Procedures)** <http://www.mansfield.edu/hr/title-ix/>
- 1.3 Harassment.
 - a. Any act, display, or communication that would cause a reasonable person to fear for his or her personal safety. This includes, but is not limited to, physical coercion or restraint.
 - b. Any act, display, or communication that causes substantial injury or distress to the person or persons to whom it is specifically directed that results in the individual being deprived of educational activities or opportunities.
 - c. Any attempt to repeatedly make contact with a person when asked to stop. This includes, but is not limited to, intentionally following another person in or about a public place or places.
- 1.4 Retaliation against another person for filing a complaint or relating to a proceeding under this Code.

2. Violations of Health, Welfare and Safety

- 2.1 Disruption of, or interference with, any University activity, including teaching, administration, or other public service functions, or other authorized non-University activities, whether the act occurs on or off campus;
- 2.2 Violation of any University policy, local state or federal law.
- 2.3 Public intoxication or the use, possession, sale, attempted sale, barter, exchange, gift or distribution of alcoholic beverages except as expressly permitted by law and University policy.
- 2.4 Use, possession, sale, attempted sale, barter, exchange, gift or distribution of narcotic or other controlled substances, or drug paraphernalia, except as expressly permitted by law;
- 2.5 Unauthorized use, alteration or in any way tampering with fire equipment, safety devices or safety equipment;
- 2.6 Hazing of any individual or organization as prohibited by the Antihazing Law of Pennsylvania which defines hazing as any action or situation which recklessly or intentionally endangers the mental or

physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education.

- 2.7 Use, possession, or carrying of firearms (including, but not limited to, pistols, rifles, shotguns, or ammunition), incendiary devices, smoke devices, dangerous knives, explosives or other dangerous weapons while on University owned or controlled property, or at University sponsored or supervised activities, except by University and other police officers and other persons specifically authorized by the University;
- 2.8 Any action that causes or attempts to cause a fire, explosion, including bomb threats, or any intentionally false reporting of a fire, or the failure to leave University buildings during a fire alarm;
- 2.9 Creation of any health or safety hazards on the grounds of Mansfield University or the surrounding community

3. Violations of the Operation of the University

- 3.1 Attempted or actual theft of, or damage to, property of the University or property of a member of the University community or other personal or public property on or off campus.
- 3.2 Gambling, including unlawful games of chance for money or anything of value and the sale, barter, or other disposition of a ticket, order, or any interest in a scheme of chance by any name on or off campus;
- 3.3 Violation of traffic rules while on University property;
- 3.4 Failure to comply with the directions of University officials or law enforcement officers acting in the performance of their duties, or failure to identify oneself to these persons when requested to do so;
- 3.5 Participation in a campus demonstration or unauthorized assembly that disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled activities in any campus building or area; or intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus;
- 3.6 Permitting another to use his or her University identification card, impersonating another, or misrepresenting authorization to act on behalf of another;
- 3.7 Knowingly instituting a false charge against another person. Failure to prove a claim of a violation of a prohibited conduct is not the same as making a false accusation.
- 3.8 Acts of dishonesty, including, but not limited to, the following:

- a. Cheating, plagiarism, or other forms of academic dishonesty,
- b. Furnishing false information to a University official or faculty member,
- c. Forgery, alteration, or misuse of any University document, record, or instrument of identification,
- d. Tampering with the election of any University recognized student organization.

3.9 Theft or abuse of computers, including, but not limited to:

- a. Unauthorized entrance into a file to intentionally damage, disable, or impair computing or telecommunications equipment or software,
- b. Acquisition or use of software that does not adhere to applicable software licenses and copyright laws or is not consistent with University computer use policies, including a major instance (multiple files, subsequent offense, receipt of multiple infringement notice or legal subpoena) of unauthorized acquisition, use, or distribution of copyrighted works, including but not limited to, music, video, software, images, files, trademarks, and logos, through Mansfield University information technology resources and services;
- c. Introduction of viruses or other destructive software in University computer facilities,
- d. Use of computing facilities to interfere with the work of another student, faculty member, or University official,
- e. Use of computing facilities to send or view obscene or threatening messages,
- f. Use of computing facilities to interfere with the normal operation of the University computing systems.
- g. Any violation of the Mansfield University Acceptable Use Policy or related Campus Technologies policies. For more information, visit the IT Home Page at <http://ct.mansfield.edu/>
- h. Any violation of the North Hall Library Policies and Services. <http://lib.mansfield.edu/library-info/policies-services/>

3.10 Unauthorized or fraudulent use of the University name, seal, emblem, nickname, or motto;

3.11 Unauthorized entry or occupancy of University facilities, including unauthorized possession, duplication, or use of keys to any University facility;

3.12 The denial of services or access to activities to an individual because of his or her race, sex, religion, age, national origin, gender identity/expression, veteran's status, sexual orientation, ancestry, marital status, or disability;

3.13 Online harassment by e-mail blogs, web pages, social networking sites, and other modes of electronic communication. Online speech by students not involving University networks or technology is protected free expression except when it is a threat a reasonable person would interpret as a serious

expression of intent to inflict bodily harm upon specific individuals,

Potential Sanctions for Violations of Prohibited Behaviors

- A. **Restitution:** A written directive to replace, repair or make specific compensation for property of the University or member of the University community which was destroyed, damaged, misused or lost.
- B. **Educational Sanctions:** Educational Sanctions typically include one or more of the following: work assignments, essays, community service, behavioral contract, administrative referral, and other related educational assignments. *Examples include: Papers, written apologies, meetings, Reflection essays, film reviews*, designed to promote self-awareness of behavior, awareness of appropriate/inappropriate behavior, awareness of institutional expectations, and to educate the student in the specific area of their violation.
- C. **Disciplinary Warning:** Formal Warnings emphasize to the student that further violations would result in progressive sanctioning. A student receiving a Formal Warning shall continue to exercise the rights and privileges of a student in good standing.
- D. **Disciplinary Probation:** Conduct Probation serves as a warning to students that they are not in good standing with Mansfield University. Further violations of the Code of Conduct could result in suspension or dismissal. A limitation is placed upon selected privileges for a specified period of time. During the probationary period, a student may be excluded from utilizing campus facilities, denied program funding, have a hold placed on their records, excluded from participation in co-curricular activities, and may not participate in any University sponsored events. Additional stipulations that are consistent with the nature of the offense shall also be imposed. A violation of disciplinary probation may lead to suspension or dismissal.
- E. **Facility Suspension:** The student no longer has the privilege of entering or using a particular facility or building for a specified period of time or until a specific condition is met.
- F. **Facility Expulsion:** Facility Expulsion entailed the permanent loss of privileges to use a building or facility for an unlimited period of time.
- G. **Loss of Privileges:** Loss of Privileges entails denial of specified privileges for a designated period of time.
- H. **Removal from Class:** The student is barred from attending a particular class or may be reassigned to a different section of the same class. Details will be coordinated between the Chief Conduct Officer or designee and the appropriate academic dean and faculty member.
- I. **Revocation of Admission:** The student loses their admitted status to Mansfield University. The sanction and all appropriate information will be added to the students file.

J. **Suspension:** The termination of a student's right to register or attend classes for a period of one (1) to three (3) semesters, after which the student may return following completed sanctions, documentation, and review as set forth in Readmission Process below. A violation the restrictions imposed during a suspension may lead to further discipline including dismissal. Suspended students may not be present on University property, or at University sponsored events during the suspension period.

K. **Dismissal:** Dismissal entails the termination of a student's enrollment with Mansfield University. Dismissed students are prohibited from re-enrolling as a student, being present on University property, or at University sponsored events unless permitted in writing by the Vice-President of Student Affairs and Enrollment Management.

L. **Counseling Referral:** Though not a sanction, a student may be referred to Counseling Services for an evaluation.

Reporting and Investigation

1. There is no time limit to make a complaint of about a violation of the Student Code of Conduct; however, the longer someone waits to make a complaint, the harder it is for University officials to obtain information and witness statements and to make determinations and take action on alleged violations.
2. Anonymous complaints are permitted, but an anonymous report may limit the University's ability to investigate and respond to the complaint. University community members who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Conduct or Campus Police.
3. The University will promptly investigate all allegations of violations as privately as possible.
4. Allegations of faculty and staff misconduct should be reported to Human Resources or the Title IX Coordinator

Student Conduct Complaint and Hearing Procedures

Violations of the Student Code of Conduct will be handled in accordance with the procedures described herein:

Complaint

1. Any student, faculty member, staff member or University administrator may file a formal complaint against a student alleging a violation of the Student Code of Conduct.
2. A victim or witness who is under the influence of alcohol or drugs at the time of the sexual misconduct incident generally will NOT face disciplinary charges from the University or from the University's Police Services and Safety department for underage drinking or drug use. A student who admits to violating the provisions of the Student Code of Conduct relating to alcohol, drugs and other controlled substances in the course of reporting an incident as a victim of sexual misconduct or when seeking

medical assistance will not be charged for those violations. This includes those reporting on another's behalf and who stay with that individual. Limited amnesty may also be given, at the sole discretion of the Chief Conduct Officer, to students admitting to other violations in these circumstances. The University may follow up on such admissions in an informal manner.

3. All formal complaints will be referred to the Chief Conduct Officer for investigation or possible resolution. If the complaint does not involve sexual discrimination or sexual misconduct, the Chief Conduct Officer will conduct an investigation. The Chief Conduct Officer will endeavor to complete the investigation within twenty (20) calendar days of receiving the complaint, barring extenuating circumstances which will be communicated to the parties.
4. If the complaint involves sexual discrimination or sexual misconduct, it will be referred to the Title IX Coordinator. The Title IX Coordinator or assigned Title IX investigator will complete an investigation within 30 days of receiving the complaint, barring extenuating circumstances which will be communicated to the parties. For more information on the role of the Title IX Coordinator and Title IX investigation go to the Sexual Discrimination and Misconduct Policy-Title IX Policy and Complaint Procedures (<http://www.mansfield.edu/hr/title-ix/>). Once the investigation is completed, the Title IX investigator will forward the investigative report to the parties and to the Chief Conduct Officer. The Chief Conduct Officer will determine if the complaint will go to a Student Conduct Hearing Board.
5. After a complaint has been investigated, the Chief Conduct Officer may:
 - A. Determine that no grounds or insufficient grounds exist to believe that a violation occurred and dismiss the complaint; or
 - B. Determine that grounds exist to believe that a violation occurred and notify the student that an Administrative Conduct Hearing with the Chief Conduct Officer will be held or that a hearing before a Student Conduct Hearing Board will be held. If the complaint involves sexual discrimination or sexual misconduct, both parties will receive notice that a Student Conduct Board Hearing will be held.
6. If the Chief Conduct Officer decides that an Administrative Conduct Hearing will be held, the student may request a hearing before the Student Conduct Hearing Board. This request must be made 24 hours prior to the scheduled Administrative Conduct Board Hearing.
7. If the Chief Conduct Officer determines that grounds exist to believe that a violation occurred, the Chief Conduct Officer will prepare a written summary of the complaint and the violations, and a list of potential witnesses and supporting documentation.
8. Both the Complainant and the Respondent may have one other support person or an attorney present at the Administrative Conduct Hearing or Student Conduct Board Hearing, but this person's participation is limited to observing the proceeding and advising the student he or she is supporting. The student must inform the Chief Conduct Officer at least two days prior to the Administrative Conduct Hearing or Student Conduct Board Hearing if a support person or an attorney will be present.

Administrative Conduct Hearing Process

1. Administrative Conduct Hearings may be overseen by Residence Life staff for first time and minor offenses. The Chief Conduct Officer will hear all other violations except those involving Sexual Discrimination or Sexual Misconduct which will go before a Student Conduct Hearing Board
2. The Respondent will be sent, via campus or US mail and campus e-mail a notice which includes the following:
 - a. The date, time and location of the Administrative Conduct Hearing. The student will be given reasonable advance notice of when the hearing will be conducted to allow the student to prepare a defense;
 - b. Summary of the complaint and violations notifying the student of the alleged acts of misconduct including the time, date and place of occurrence and the rule(s) of conduct alleged violated by the student;

- c. Tentative list of potential witnesses;
 - d. Website link to the Student Code of Conduct.
3. At the Administrative Conduct Hearing, the student will be asked to respond to the complaint and will have the opportunity to submit written, physical and testimonial evidence and conduct reasonable questioning of witnesses of both parties.
 4. If the student does not appear for the Administrative Conduct Hearing, the Chief Conduct Officer may make a decision based on the information gathered during the investigation in the student's absence.
 5. Following the Administrative Conduct Hearing, the Chief Conduct Officer will decide whether the student violated the Student Code of Conduct. The decision will be based on a preponderance of the evidence standard.
 6. If the Chief Conduct Officer determines that the student violated the Student Code of Conduct, he or she will also determine a sanction, up to and including dismissal.

Conduct of Hearings before Student Conduct Hearing Boards

The University has established a Student Conduct Hearing Board. The Hearing Board consists of 4-6 faculty or staff members, 1-2 students, a **Hearing Board Chair** and the Chief Conduct Officer or designee. The members are selected by the Chief Conduct Officer. Two members of the Hearing Board will be designated to serve as Hearing Board Chairs. For a hearing to take place, a minimum of one (1) student, three (3) staff members and a Chairperson of the Student Conduct Hearing Board must be present (5 in total)

A member of the Hearing Board must withdraw from any procedure if he or she has a **conflict of interest** at any time. Either party may present just cause why a member of the Hearing Board should be withdrawn because of a conflict of interest. The Chief Conduct Officer will determine if a conflict of interest is present. If the conflict involves the Chief conduct Officer, The Vice President of Student Affairs and Enrollment Management will make the determination.

The Hearing Board will be allowed to request written, physical and testimonial evidence it deems necessary to make a fair and just decision. The board may decide by majority vote to recess the hearing in order to obtain such evidence.

The chairperson of the Student Conduct Hearing Board shall be responsible for maintaining order and decorum during the hearing.

Any person who interrupts the proceedings of the Board, and any person who refuses to comply with a reasonable order of the board may at the request of the chairperson, be removed from the hearing room and may face conduct violation charges.

Meetings of the hearing board shall be closed to the public.

The hearing will be recorded, and the recording will remain the property of the University. If the respondent does not appear for the hearing, the Student Conduct Hearing Board may receive written, physical and testimonial evidence and conduct reasonable questioning of witnesses and a verbal summary by the Chief Conduct Officer of the complaint and violations.

The access of the respondent and the complainant to information about the other may be limited by the Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g or other laws relating to confidentiality or privacy, and in some cases, these procedures may be adjusted to comply with such laws.

The Chief Conduct Officer will provide information to the Hearing Board about any prior determinations of

violation of the student code of conduct by the student for the sole purpose of determining the appropriate disciplinary penalty, not to establish if a violation occurred.

At the conclusion of the hearing the Student Conduct Hearing Board will decide, by majority vote, outside the presence of the student and any non-members, whether the student violated the Student Code of Conduct. The decision will be based on a preponderance of the evidence standard. In the result of a tie, the Hearing Board Chair will then cast his or her vote. The Chief Conduct Officer does not vote during deliberation.

If the Student Conduct Hearing Board determines that the student violated the Student Code of Conduct, it will also determine a sanction, up to and including dismissal. The decision of the Student Conduct Hearing Board will be placed in writing, and the Chief Conduct Officer will review the decision. While Student Conduct Hearing Board's determination that a violation occurred is a final decision, the Chief Conduct Officer may modify the sanction(s) imposed. The Chief Conduct Officer will deliver a copy of the written determination with sanctions via campus email to the respondent and to the Vice President for Student Affairs and Enrollment Management.

Student Conduct Hearing Board Process (except in cases Involving Sexual Discrimination or Sexual Misconduct)

1. The Chief Conduct Officer will schedule a date and time for the hearing, taking into consideration the class schedules of the parties and the availability of potential witnesses and Hearing Board members. Barring extenuating circumstances, which will be communicated to the parties, the hearing will take place within twenty (25) calendar days following the referral of the complaint to the Chief Conduct Officer.
2. The student will be sent, via campus mail and campus e-mail a notice which includes the following:
 - a. The date, time and location of the Conduct Hearing. The student will be given reasonable advance notice of when the hearing will be conducted to allow the student to prepare a defense;
 - b. Summary of the complaint and violations notifying the student of the alleged acts of misconduct including the time, date and place of occurrence and the rule(s) of conduct allegedly violated by the student
 - c. Tentative list of potential witnesses;
 - d. Web site link to the Student Code of Conduct.
3. The Chief Conduct Officer will make arrangements with both the Complainant and Respondent for the presentation of witnesses and information at the hearing. The Chief Conduct Officer and the students will have the opportunity to submit written, physical and testimonial evidence and conduct reasonable questioning of witnesses of both parties. Witness statements may be submitted if witnesses are not available. Witness statements or other hearsay shall not be used as the sole evidence to establish any fact necessary to establish if a violation has occurred.
4. The Hearing Board members and the parties will be permitted to question each witness, and to inspect all documents and other information. Both the Chief Conduct Officer and the parties may make closing statements.

Additional Procedures if Complaint Involves Sexual Discrimination or Sexual Misconduct

If the complaint relates to conduct involving alleged sexual discrimination or sexual misconduct, the following additional procedures apply:

1. The Complainant and Respondent will both be contacted by the Mansfield University Title IX Coordinator, Deputy Coordinator or another designated Title IX investigator to conduct an investigation. Both parties will have the opportunity to be interviewed and to supply witnesses to be interviewed in the investigation as well as written and physical evidence.
2. The Chief Conduct Officer will review the Title IX investigation. The complainant and the respondent will both be informed if the Chief Conduct Officer determines that no grounds or insufficient grounds exist to believe that a violation occurred and dismisses the complaint.
3. The complainant and respondent will both be informed if a Student Conduct Hearing Board is scheduled for the student against whom the complaint has been made and both may attend the hearing. Both parties will be sent via Campus mail and campus e-mail a notice which includes the following:
 - a. The date, time and location of the Student Conduct Board Hearing. The students will be given reasonable advance notice of when the hearing will be conducted to allow the student to prepare for the hearing;
 - b. Summary of the complaint and violations notifying the students of the alleged acts of misconduct including the time, date and place of occurrence and the rule(s) of conduct alleged violated by the responding student;
 - c. Tentative list of potential witnesses;
 - d. Web site link to the Student Code of Conduct and the Sexual Discrimination and Misconduct- Title IX Policy and Complaint Procedures.
4. Both the complainant and respondent will be informed that he or she may have one other support person or an attorney present at the hearing, this support person's participation is limited to observing the proceeding and advising the student he or she is supporting. The students must inform the Chief Conduct Officer at least two business days prior to the hearing if a support person or an attorney will be present.
5. If the complainant or respondent believes that there are witnesses in addition to those listed in the tentative list of potential witnesses provided by the Chief Conduct Officer, who should testify at the hearing, he or she must notify the Chief Conduct Officer in writing of the identity of those witnesses and the expected nature of their testimony. Both parties may request to review copies of all written evidence that the Chief Conduct Officer has which may be presented at the hearing. If either party has additional written evidence that he or she desires to be presented at the hearing, he or she must provide copies to the Chief Conduct Officer. Any notice regarding witnesses or copies of written evidence must be provided to the Chief Conduct Officer at least five business days prior to the scheduled date of the hearing.
6. The report of the investigation completed by the Title IX Coordinator, Title IX Deputy or other designated Title IX Investigator may be presented by the Title IX Coordinator or his/her designee at the Student Conduct Board Hearing to the Hearing Board. This report or other hearsay shall not be used as the sole evidence to establish any fact necessary to establish if a violation has occurred.
7. If the complainant or respondent are witnesses at the hearing, the students will not be permitted to directly question or cross-examine one another. If one of the parties wants to present questions to the other party, he or she must write the questions down and ask the Chair of the Student Conduct Hearing Board to ask them. The decision of whether to ask any questions shall be made by the Chair.
8. A determination will be issued within 60 days after the University was made aware of the complaint. Both parties will be notified of the reason for any delay.
9. The complainant and the respondent will simultaneously be sent notice of the decision of the Student Conduct Hearing Board in writing. This notice will include the determination and in the case of the complainant the sanctions that concern the complainant as well as the process for appeal.

10. Appeal process:
 - a. both the respondent and the complainant have the ability to appeal the decision and sanction of the Student Conduct Hearing Board;
 - b. both students have the opportunity to provide a written statement setting forth why the decision or sanction should or should not be upheld;
 - c. appeals shall be in accordance with the same time periods, procedures, and grounds for appeal set forth below;
 - d. notice of the results of the appeal will be provided to both parties.

Additional information about Title IX investigations and related topics can be found in the Sexual Discrimination and Misconduct Policy- Title IX Policy and Complaint Procedures (<http://www.mansfield.edu/hr/title-ix/>)

Appeal Process

If the student wants to appeal the decision of the Student Conduct Administrative Hearing or the Student Conduct Hearing Board, the following process applies:

1. The respondent and, in a case involving sexual discrimination or sexual misconduct both the complainant and respondent, must deliver a written letter of appeal to the Vice President for Student Affairs and Enrollment Management. The letter of appeal must set forth why the student(s) believes the decision or sanction should be over turned or modified, based on one or more of the grounds set forth below. The letter of appeal must be postmarked or hand delivered within ten (10) days after the decision of the Student Conduct Hearing Board or the Student Conduct Administrative Hearing results were delivered to the student.
2. Appeals are limited to the following grounds:
 - a. Whether the decision is in accordance with the facts presented.
 - b. Whether the decision was reached through a procedure in accordance with the Student Code of Conduct.
 - c. Whether the sanction is appropriate for the conduct violation.
 - d. Whether new information not available at the time of the Administrative Conduct Hearing or Student Conduct Board Hearing should be considered, and if so, what impact does the new information have on the decision.
3. The Vice President for Student Affairs and Enrollment Management will review all of the materials submitted by the student(s), will review the University file on the matter, may review the recording of the Hearing Board, and may interview the student and/or other relevant persons. If the student(s) submitted new information allegedly not available at the time of the Administrative Hearing or Student Conduct Hearing, the Chief Conduct Officer will receive a copy of the new information and may present a response or other additional information related to the new information. The student(s) will receive a copy of or be present for the presentation of any such information from the Chief Conduct Officer.
4. The Vice President for Student Affairs and Enrollment Management will determine whether the decision of the Administrative Conduct Hearing or Student Conduct Hearing Board will be upheld, whether there should be a reduced sanction, or whether the case should be remanded to the Chief Conduct Officer or Hearing Board for an additional hearing. The written decision of the Vice President for Student Affairs will be sent to the parties via regular U.S. mail. The Vice President for Student Affairs and Enrollment Management will issue the decision within ten (10) calendar days of the date of receipt of the student's appeal letter unless prevented from doing so by extenuating circumstances. The parties will be made aware of the reason for any delay.
5. Notice of the results of the appeal will be provided to both parties.
6. At the conclusion of the appeal process, all records of the proceedings will be returned to the Chief Conduct Officer for storage and retention in accordance with University policy and applicable law.

7. The decision of the Vice President of Student Affairs and Enrollment Management is the final decision of the University and there are no further appeals at the University.

Interim Suspension or Interim Removals

The Chief Conduct Officer, as designated by the President, may approve the following interim measures without a formal hearing:

- a. An interim suspension from the University. A student who is notified of an interim suspension must immediately leave University property. The student may not return to campus or participate in any university programs or activities during the interim suspension period without the express written permission of the Chief Conduct Officer.
- b. An interim removal from University housing. A student who is notified of an interim removal from University housing must immediately move from on-campus housing to an off-campus location. The student will be prohibited from entering any campus residence hall or apartment during the interim removal period. The student may attend classes and University activities.
- c. An interim removal from a University course. A student who is notified of an interim removal from a course will not be permitted to attend the course during the interim removal period but may attend his or her other courses.

The above interim measures may only be imposed when it has been determined that the student's continued presence constitutes an immediate threat of harm to the student, other students, University personnel or to University property

All interim suspension or removal decisions require a hearing by the Student Conduct Hearing Board within 10 business days following the notice of the interim suspension or removal, unless extenuating circumstances warrant an extension which will be communicated to the student. If an extension occurs, the hearing shall be held at the earliest possible date. The purpose of the hearing is to review the interim suspension or removal. The Board will determine if the student's continued presence constitutes an immediate threat of harm to the student, other students, University personnel or to University property. If in the Board's opinion the interim suspension or removal was not warranted the student will be reinstated immediately. The reversal of an interim decision shall not be construed as finding a student "not in violation" of alleged violations of the conduct code. The hearing on the interim suspension will also not address the underlying misconduct

A hearing will be scheduled with different members of the Student Conduct Hearing Board to make a determination on the underlying violation and to determine if a respondent is "in violation" or "not in violation" of specific charges according to the Student Conduct Hearing Board Process outlined above. Because the Chief Conduct Officer made the decision to interim suspend or remove the student, he or she will not serve on the Board for the hearing.

Readmission Process

Following a suspension, students may make a written request for readmission to Mansfield University to the Chief Conduct Officer. Completion of all sanction requirements must be documented in the written request. The Vice President for Student Affairs and Enrollment Management and the Chief Conduct Officer will review the request and meet with the student. If readmission is approved, a readmission plan will be made and the student will be notified by email or US mail.

Failure to Appear

If a student fails to appear for a scheduled Administrative Conduct Hearing or an appearance before the Student Conduct Hearing Board, the case may be decided in the student's absence and sanctions may be imposed. The Chief Conduct Officer or Student Conduct Hearing Board will consider the facts presented when

making their decision. The fact of the student's absence will not be a factor in the determination. The Chief Conduct Officer will notify the student of the decision in writing. If the student is found in violation of the Student Code of Conduct the student must comply with any sanctions despite the fact that they did not appear. If a sanction is applied, the sanction must be completed by the student in the allotted time or a hold will be placed on the student's academic record. [A student may appeal this decision by following the Appeals Process on Page 16.](#)

Failure to Complete a Required Sanction

Failure to complete a required sanction is a serious offense and an additional violation of the Student Code of Conduct. Such a violation will usually result in more serious sanctions being imposed, following a hearing. Students failing to complete sanctions by the required deadlines may be suspended or dismissed from the University. No student who has been dismissed from Mansfield University may enroll again as a student.

Disciplinary Hold on Student Record

Within two weeks of a student's failure to complete a sanction, a hold will be placed on the student's records, and on any pre-registration that the student might have conducted. Thus, it is very important for the student to complete sanctions on time and avoid a hold being placed on his or her academic records or registration. A hold on a student's admission, registration, transcript access or financial aid is not an independent penalty, but may be utilized by the University to obtain the student's compliance with a sanction which has been imposed, or other action which has been taken, under the Student Code of Conduct.

Privacy

Disciplinary matters will be confidential to the extent required by law. The University will make every effort to maintain privacy in disciplinary matters. There may be times when the identity of parties involved in an incident must be revealed to others. All people involved with a disciplinary matter should treat the matter as private and use discretion and respect for the rights and concerns of all involved. See the Sexual Discrimination and Misconduct Policy for addition information about confidential resources.

<http://www.mansfield.edu/hr/title-ix/>

Family Educational Rights & Privacy Act of 1974 (FERPA)

FERPA affords students certain rights to privacy of the student's educational records. Copies of student's educational records or personally identifiable information will not be released by the University to anyone outside the University, except as required or allowed by law, without the student's written consent. [Directory information as defined in University Family Education Rights and Privacy Act / FERPA for Students policy <http://esd.mansfield.edu/forms-and-policies/undergraduate-academic-policies/ferpa.cfm>](#) may be released without a student's written consent unless they have opted out of the directory. Students have the right to file complaints with the U.S. Department of Education Family Policy Compliance office about their records as set forth in Mansfield University's. Questions regarding privacy and confidentiality issues should be addressed to the Registrar's office.

Retaliation

The University will not retaliate against any University Community Member for reporting or assisting in the investigation of a complaint under this Code.

Council of Trustees' Summary of Mansfield University's Master of Science in Nutrition Online Program Proposal

Appropriateness to Mission

The Department of Health Sciences proposes a new, totally online Master of Science (MS) degree in Nutrition for working professionals. Students can complete the program in two years by taking two courses per semester or in four years by taking one course per semester, including summers. The program aligns well with PASSHE's desire to "ensure academic program excellence and relevance" and to "enable more students to obtain credentials that prepare them for life, career, and the responsibilities of citizenship." The program also aligns with Mansfield University's liberal arts focus.

Need

According to the US Bureau of Labor Statistics, the job growth outlook for 2012-20 is faster than average. The Accreditation Council for Education in Nutrition and Dietetics, (ACEND) has indicated that newly credentialed professionals will need to obtain a MS by 2024. Currently credentialed Registered Dietitians can use their MS in Nutrition coursework to meet their continuing education requirements. Results of student and alumni surveys also provided the data to support the need for this program.

This program complements, but does not duplicate programs at West Chester University (WCU) and Indiana University of Pennsylvania (IUP) because they serve different populations. WCU's on-campus Master of Public Health (MPH) Program includes a nutrition concentration as one of six options. IUP's Master of Food and Nutrition recently began offering online classes, but the program includes a regional internship component with limited enrollment. IUP reported 15 full-time student equivalents for this program in 2013; not nearly enough to accommodate PASSHE's 192 nutrition program graduates.

Coordination/Cooperation/Partnerships

Only WCU, IUP, and Mansfield University have undergraduate nutrition programs. These three programs had a combined FTE of 850 and graduated 192 students during 2012-2013, creating a pipeline of future students for Mansfield's MS in Nutrition. After this program commences, it has an opportunity to grow articulation agreements with other PASSHE schools. Nutrition Program faculty have already collaborated with other master's programs on campus for statistics, research, and elective courses.

Academic Integrity/Assessment

Program goals and student learning outcomes have been developed to meet the needs of prospective students and to complement the goals and objectives of Mansfield University's undergraduate Nutrition Program. The program has the following two overarching goals: to prepare competent nutrition professionals for advanced level careers in nutrition and to prepare students for leadership roles, professionalism, and a commitment to lifelong learning in nutrition-related fields. Program faculty will report annually to the Dean and Provost on assessment outcomes and improvement actions taken.

Resource Sufficiency

Since this program will take place online, it requires no additional facilities or equipment, but faculty will apply for a PASSHE/Highmark grant for technical resources. The Program's library liaison has determined that the online program will require an additional \$1000 in library resources. They will be shared with Mansfield's online MS in Nursing Program and will be funded through existing MU Foundation money. Three current faculty members and two newly hired part-time faculty members who are experts in their field will staff this program. Mansfield University maintains a pool of funds to support part-time faculty members. Funds from this pool will be used to hire part-time faculty members.