

MANSFIELD UNIVERSITY

COUNCIL OF TRUSTEES MEETING

Wednesday, November 20, 2019
2:00 p.m.

North Manser

Minutes

I. MEETING CALLED TO ORDER

Chairman Kilmer called the meeting to order at 2:10 p.m.

FOR THE RECORD: in accordance with the Sunshine Law, this meeting was advertised in the *Wellsboro Gazette* on November 12, 2019.

II. RECORDING OF ATTENDANCE

The following Trustees attended:

Ms. Susan Kefover, Member
Ms. Bobbi Kilmer, Chairperson
Mr. Ralph H. Meyer, Member
Ms. Karen J. Russell, Member
Dr. Robert D. Strohecker, Member
Mr. Steven Crawford, Vice Chairman
Mr. Max Gannon, Member
Mr. Bruce L. Vickery, Member
Ms. Chelsea Thomas, Member (executive session)

The following Trustees were not in attendance:

Mr. Patrick Henderson, Secretary
Mr. Aaron K. Singer, Member

Members of the University staff who attended are as follows:

Charles E. Patterson, PhD, President
Dr. John Ulrich, Provost and Vice President for Academic Affairs
Dr. Kathy Wright, Associate Provost/Dean of Natural and Social Sciences
Dr. Joshua Battin, Dean, College of Arts and Humanities
Mr. Phillip Swank, Chief of Staff
Ms. JoEllen Lindner, Interim VP Student Affairs and Enrollment Management
Ms. Kathryn Crossin, Interim Vice President of Finance and Administration
Ms. Jill L. Scott, Secretary to the Council of Trustees
Ms. Marie Domenech, SCUPA Representative

Others in Attendance:
Mr. Pete Guidi, Mansfield Foundation

III. PUBLIC COMMENTS

Chair Kilmer asked for public comments and there were none.

IV. APPROVAL OF MINUTES

A motion was made by **Mr. Aaron Singer**, seconded by **Mr. Ralph H. Meyer**, and unanimously carried to approve the minutes of **September 25, 2019** as identified in Exhibit A.

V. COMMITTEE REPORTS

A. Academic Affairs Report (Ulrich)

Dr. John Ulrich discussed the following:

- New Concentration: BS Geosciences- Geoarchaeology
 - Brief update this new degree concentration has been approved and currently working on promotional and marketing plans for implementation.
 - Mansfield University and IUP are collaborating to complete degree requirements.
 - Projecting job-growth in this field of study at 15%
- New Concentration: BS Chemistry—Plant Extraction Chemistry
 - Brief update this new degree concentration has been approved and currently working on promotional and marketing plans for implementation
- Collaboration with Bloomsburg on MSW Program—update
 - MSW Social Work has reached the letter of intent and has been recommended to the Executive Leadership Group for approval.
 - Utilizing Hanover research to provide extend to growth/need in this area of study.
- Middle States Self-Study
 - Dr. Wright, Dr. Guignard and Dr. Griggs attended the recent Self-Study training in Harrisburg for Middle States. Mansfield University is on track with next steps for completion.

B. Finance and Administration Report (Ms. Crossin)

Ms. Crossin noted the topics discussed in the Finance and Administration Report:

- Review of Purchases over \$5,000
- Annual Physical Inspection of Facilities
- Fees Schedule
- Approval of Auditors Report
- Annual Certifying Resolution of Affiliated Entities
- Budget Update

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

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, a motion was made by **Mr. Steven Crawford**, seconded by **Dr. Robert D. Strohecker** and unanimously carried to approve purchase orders of \$5,000 or more for the period of August 16, 2019 through October 15, 2019 for a total of **\$891,517.72** as identified in Exhibit B.

Approval of Annual Physical Inspection of Facilities

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, **a motion was made by Ms. Karen J. Russell, seconded by Mr. Max Gannon and unanimously carried to approve the Annual Inspection of Facilities conducted on September 25, 2019**, as identified in Exhibit C.

Fee Schedule for the Fiscal Year 2020/2021

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, **a motion was made by Ms. Susan Kefover, seconded by Dr. Robert D. Strohecker and unanimously carried to approve the Fee Schedule for the Fiscal Year 2020/2021**

Approval of Auditors Report

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, **a motion was made by Dr. Robert D. Strohecker, seconded by Mr. Ralph H. Meyer and unanimously carried to accept the independent auditor's report for the fiscal year ending June 30, 2019** as presented during the Finance & Administration Committee report.

Annual Certifying Resolution of Affiliated Entities

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, a motion was made by **Dr. Robert D. Strohecker**, seconded by **Mr. Bruce L. Vickery** and unanimously carried to approve the Annual Certifying Resolution of Affiliated Entities.

C. Student Affairs (Ms. Lindner)

- Enrollment Management Report: Application, acceptance and deposits are all up across the board. Visits are up along with some bigger events such as overnight visits are up as well.
----Working with marketing to bring up numbers locally along with regionally to influence our numbers with growth in the local and keep the narrative open with counselors.
--Spring semester is typically for transfer but we are up 11% and net deposits are up 15%.
- Student Affairs Update: NYC trip 2 56 passenger buses when to NYC; December 10th will be late-night Eggs-aM-craM ; Pizza with the Prez; job descriptions cleaned up and ready for HR; health and wellness meeting services as a group for discussion. Potluck for RA's this past Sunday. Applications open for RA positions with plenty of applications for positions.
- E sports to start competing next semester: Seungho Lee

VI. **OLD BUSINESS**

No old business

VII. **NEW BUSINESS**

Emeritus Status

Based on the recommendations of the appropriate department, the Provost and 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:

Mr. Clarence Lienhard, a faculty member in the Mathematics and Computer Information Science Department from August 15, 1987 through May 24, 2019.

Mr. Howard Iseri, a faculty member in the Mathematics and Computer Information Science Department from August 10, 1991 through May 24, 2019.

Dr. Bonnie Kutbay, a faculty member in the Art Department from August 11, 1990 through May 24, 2019.

Dr. Martha Whitehouse, a faculty member in the Art Department from August 12, 2000 through January 11, 2019.

Upon the recommendation of the Provost and Vice President for Academic Affairs, and in compliance with a poll of the senior faculty, the President recommends that emeritus status be granted, a motion was made by **Mr. Bruce L. Vickery**, seconded by **Mr. Ralph H. Meyer** and unanimously carried to approve emeritus status.

VIII. INFORMATION ITEMS – NO ACTION REQUIRED

Pete Guidi with the Mansfield Foundation gave an overview of the recent items in which the foundation has provided support to Mansfield University via new incubators in Grant Science, athletics support of teams and upcoming investments in future fundraising efforts.

Currently in the process of gaining a website upgrade which will provide the necessary tools to be fully integrated and will enhance the ability of fundraising and receipt of direct donations. This was hired out to a third party and should be completed within the coming week for use in campaigns planned.

Video message for fundraising with student's video will be promoted and shared. This single view of both Mansfield University and the Mansfield Foundation working together toward the growth of scholarships, campus and improved student life. This fundraising video will be a valuable tool for displaying continuity of both parties as we seek the common ground moving forward.

Upcoming events will be a Holiday Retiree Reception in Wellsboro, PA on December 4, 2019.

In the coming year plans are in the place to have a phone-a-thon as this has shown in past years to be a fruitful avenue for not only fundraising but promoting the university.

Discussion of Giving Tuesday between Pete and Charles whereas Charles requested the ability of completing a Giving Tuesday promotion and make use of a fundraising event that is widely known across many universities. Pete expressed concern as the ability to accept the funding from the university if the monies were given directly to the university since there is no fiduciary agreement in place. Kathryn Crossin shared this could be a avenue going forward to put in place an agreement which wouldn't pose any concerns moving forward with an agreement.

Pete gave no issues with Mansfield University participating with the Giving Tuesday promotion given the need to utilize this relevant timeframe for the event. Charles thanked Pete for allowing the go ahead on this program and will address agreements for further events in coming year. Planned invitation of participation will be shared with campus and campus community in the coming week.

IX. EDUCATIONAL FEATURE

None provided

X. REPORTS**President, Charles Patterson**

- Updated the Trustees on the PASSHE redesign level and redesign in affordability. Briefed the trustees on the shared re-design and the focus areas of procurement, CT and HR, being developed by 9 of the universities within the PASSHE system, the sustainability plan moving forward. These will come together as products for the institution and the allocations schedule for the upcoming year.
- Progress being made between the foundation and MU administration to work toward raising funding to benefit our students. A component for our sustainability plan to work on 3-5 year to assist with the sustainability moving forward. Growing enrollment, cost of personal and operating cost to right-size the institution.

PACT, Trustee Karen Russell:

Briefly held an executive council in Harrisburg last nominating new officers and elected at the spring governance. Financial sustainability from the chancellor. In kind aggregate cost to support student for financial support. Student trustees to gain applicants for new student trustees. Not expected a winter meeting, April 15 advocacy day; April 23 & 24 big spring meeting in Harrisburg for PACT. Plan to attend. Fall regional meetings being planned and the attendance was well attended. East Stroudsburg had the next meeting—Lock Haven will hold the 2020 meeting for the Fall regional meeting, then Mansfield will be in 2021.

SGA Seungho Lee

Provided an update on the SGA with regards to increased student morale. SGA will be providing support to locate replacement Student Trustee by the end of this spring semester, as Chelsea Thomas will be graduating.

Senate: Closing out this semester and completing curricular items for program improvement. Faculty has a sharing day tomorrow for trying out new ideas and sharing those ideas among peers to enable thinking holistically versus only viewing within the classroom environment. Dr. Ulrich suggested for them to consider multi-modality across curriculums. Supports reaching diverse student populations along with expanding availability for credit completion.

APSCUF:

Working with new evaluation guidelines for faculty. Along with updating guidelines.

SCUPA

Currently updating job descriptions to provide better understanding of workloads.

XI. OTHER BUSINESS

XII. DATE OF NEXT MEETING

The next regular meeting of the Mansfield University Council of Trustees is **Wednesday, March 25, 2020, 2:00 p.m. in the North Manser Hall.**

The Mansfield University Council of Trustees annual retreat will be held on **Wednesday, January 29, 2020 in North Hall 6th Floor Community Room.**

XIII. ADJOURNMENT

The meeting was adjourned at 2:15 pm.

Respectfully Submitted,

Jill L. Scott

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Respectfully Submitted,

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Mansfield University
Council of Trustees
Summary of Purchases
October 16, 2019 - February 15, 2020

SUMMARY OF ALL PURCHASES & CONTRACTS

Total Purchases over (>=) \$5,000 from October 16, 2019 - February 15, 2020	\$ 1,065,303.53
Total Purchases under (<) \$5,000 from October 16, 2019 - February 15, 2020	\$ 152,203.65
SUB-TOTAL	\$ 1,217,507.18

CREDIT CARD PURCHASES

October 16, 2019 - February 15, 2020	\$ 156,360.40
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GRAND TOTAL \$ 1,373,867.58

Mansfield University
 Council of Trustees
 Purchases Equal to and Over \$5,000
 October 16, 2019 - February 15, 2020

Vendor	PO Number	Vendor-Name	Item Description	PO Date	PO Amount
1114610	4500612266	CAN-USA SPORTS LLC	AD PKG SEASON 2019-2020	11/7/2019	\$ 5,000.00
1092703	4500616104	LONGMIRE & COMPANY INC	YES 2020 Survey	1/10/2020	\$ 5,000.00
1108373	4500618252	TOWNSQUARE MEDIA-BINGHAMTON LLC	DIGITAL ADVERTISING 2/1/20-3/31/20	2/7/2020	\$ 5,000.00
1084555	4500616294	BAYARD PRINTING GROUP	PRINTING OF 20,800 SPRING VISIT DAY MAIL	1/14/2020	\$ 5,177.85
1091989	4500612239	SCANNX INC	SCANNX PC, SCANNER, SHIPPING, WARRANTY	11/7/2019	\$ 5,345.00
1093743	4500615567	POWERPLAY MARKETING	ADVERTISEMENT-VETERANS AFFAIRS PUBLICATION	12/23/2019	\$ 5,500.00
1027045	4500616672	I D BOOTH INC	BOTTLE FILLING STATIONS DOANE, ALUMNI, BUTLER	1/17/2020	\$ 5,564.17
1000986	4500618814	ASSOCIATED CONTROLS, INC.	50 HP 460 V TRANE DRIVE AC PARTS & SHIPPING	2/14/2020	\$ 5,978.66
1055099	4500610829	DIGITAL ARCHITECTURE	ACALOG HOSTING & SUPPORT 12/16/19 TO 12/15/2020	10/22/2019	\$ 6,622.72
1026864	4500618816	WILLIAMSPORT CROSSCUTTERS	12X16 OUTFIELD BILLBOARD	2/14/2020	\$ 7,225.00
1001512	4500611839	TRANSACT CAMPUS INC	CONTACTLESS AND MAGSTRIPE DOOR READERS	11/1/2019	\$ 7,644.00
1006703	4500613862	JOHN SAVOY & SON, INC.	50 MATTRESS 3680-REST	11/27/2019	\$ 7,982.50
1002185	4500611789	CDW GOVERNMENT LLC	10 LG 55SM5KD-B 55" LED DISPLAY	11/1/2019	\$ 9,693.00
1083166	4500612946	WPHL-TV	ADVERTISEMENT 10/1/19-11/30/19	11/15/2019	\$ 10,000.00
1078541	4000058769	WELLSBORO RENTAL CENTER	FIREPLACE REPLACEMENT & REPAIR	11/13/2019	\$ 11,024.36
1000248	4000059267	ADVANTAGE SPORT & FITNESS INC	20-21 PREVENTATIVE MAINTENANCE CONTRACT	1/27/2020	\$ 11,600.00
1021634	4000058602	LAMAR COMPANIES	PANEL 54002 RT15 EXIT80 10/28/19-6/30/20	10/28/2019	\$ 11,700.00
1109893	4000059268	PIVOT PHYSICAL THERAPY OF PA LLC	20-21 SAYRE GYM CONTRACT	1/27/2020	\$ 12,000.00
1014875	4500610583	ELLUCIAN SUPPORT INC.	INTELLIGENT LEARNING PLATFORM ENTERPRISE	10/18/2019	\$ 12,800.00
1052920	4500617673	WITMER PUBLIC SAFETY GROUP INC	AMMUNITION	1/31/2020	\$ 13,441.24
1063395	4500611334	TOPP BUSINESS SOLUTIONS	KONICA MINOLTA C3070 - MAINTENANCE	10/28/2019	\$ 15,000.00
1020121	4500614981	ADIRONDACK SOLUTIONS INC	SOFTWARE FEES PHASE I 1/1/20- 12/31/20	12/16/2019	\$ 15,350.00
1083467	4500617898	PAPERTHIN INC.	CS CLOUD RENEWAL, ACTIVE SUPPORT, EST. USAGE	2/4/2020	\$ 19,409.00
1042161	3900010552	WEBER MURPHY FOX	MANSER CHIMNEY	12/17/2019	\$ 21,744.00
1006647	4500614895	DEERE & COMPANY	JOHN DEERE 3046R TRACTOR & ACCESSORIES	12/13/2019	\$ 37,948.80
1042161	3900010573	WEBER MURPHY FOX	DESIGN WTR PLANT SETTLING BASIN ENCLOSURE	1/6/2020	\$ 61,649.00
1052365	4500616400	POWERHOUSE EQUIP & ENG CO INC	MANSER RENTAL OF TEMPORARY BOILER	1/15/2020	\$ 74,760.00
1044261	4500614603	DIRECT ENERGY BUSINESS	NATURAL GAS - BOILER	12/10/2019	\$ 100,000.00
1005423	3900010537	H F LENZ CO	DECKER BOILER	12/10/2019	\$ 115,204.19
1027062	4500616106	MANSFIELD BOROUGH	SEWAGE COLLECTION 1/20-12/20	1/10/2020	\$ 214,940.04
1096833	4300001077	TECHNOLUTIONS INC	SLATE CRM 1/1/19-6/30/24	1/6/2020	\$ 225,000.00
					\$ 1,065,303.53

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Fee Schedule for the Fiscal Year 2020/2021

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, **a motion was made by Ms. Susan Kefover, seconded by Dr. Robert D. Strohecker and unanimously carried to approve the Fee Schedule for the Fiscal Year 2020/2021**

Approval of Auditors Report

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, **a motion was made by Dr. Robert D. Strohecker, seconded by Mr. Ralph H. Meyer and unanimously carried to accept the independent auditor's report for the fiscal year ending June 30, 2019** as presented during the Finance & Administration Committee report.

Annual Certifying Resolution of Affiliated Entities

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, a motion was made by **Dr. Robert D. Strohecker**, seconded by **Mr. Bruce L. Vickery** and unanimously carried to approve the Annual Certifying Resolution of Affiliated Entities.

C. Student Affairs (Ms. Lindner)

- Enrollment Management Report: Application, acceptance and deposits are all up across the board. Visits are up along with some bigger events such as overnight visits are up as well.
----Working with marketing to bring up numbers locally along with regionally to influence our numbers with growth in the local and keep the narrative open with counselors.
--Spring semester is typically for transfer but we are up 11% and net deposits are up 15%.
- Student Affairs Update: NYC trip 2 56 passenger buses when to NYC; December 10th will be late-night Eggs-aM-craM ; Pizza with the Prez; job descriptions cleaned up and ready for HR; health and wellness meeting services as a group for discussion. Potluck for RA's this past Sunday. Applications open for RA positions with plenty of applications for positions.
- E sports to start competing next semester: Seungho Lee

VI. **OLD BUSINESS**

No old business

VII. **NEW BUSINESS**

Emeritus Status

Based on the recommendations of the appropriate department, the Provost and 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:

Mr. Clarence Lienhard, a faculty member in the Mathematics and Computer Information Science Department from August 15, 1987 through May 24, 2019.

Mr. Howard Iseri, a faculty member in the Mathematics and Computer Information Science Department from August 10, 1991 through May 24, 2019.

Dr. Bonnie Kutbay, a faculty member in the Art Department from August 11, 1990 through May 24, 2019.

Dr. Martha Whitehouse, a faculty member in the Art Department from August 12, 2000 through January 11, 2019.

Upon the recommendation of the Provost and Vice President for Academic Affairs, and in compliance with a poll of the senior faculty, the President recommends that emeritus status be granted, a motion was made by **Mr. Bruce L. Vickery**, seconded by **Mr. Ralph H. Meyer** and unanimously carried to approve emeritus status.

VIII. INFORMATION ITEMS – NO ACTION REQUIRED

Pete Guidi with the Mansfield Foundation gave an overview of the recent items in which the foundation has provided support to Mansfield University via new incubators in Grant Science, athletics support of teams and upcoming investments in future fundraising efforts.

Currently in the process of gaining a website upgrade which will provide the necessary tools to be fully integrated and will enhance the ability of fundraising and receipt of direct donations. This was hired out to a third party and should be completed within the coming week for use in campaigns planned.

Video message for fundraising with student's video will be promoted and shared. This single view of both Mansfield University and the Mansfield Foundation working together toward the growth of scholarships, campus and improved student life. This fundraising video will be a valuable tool for displaying continuity of both parties as we seek the common ground moving forward.

Upcoming events will be a Holiday Retiree Reception in Wellsboro, PA on December 4, 2019.

In the coming year plans are in the place to have a phone-a-thon as this has shown in past years to be a fruitful avenue for not only fundraising but promoting the university.

Discussion of Giving Tuesday between Pete and Charles whereas Charles requested the ability of completing a Giving Tuesday promotion and make use of a fundraising event that is widely known across many universities. Pete expressed concern as the ability to accept the funding from the university if the monies were given directly to the university since there is no fiduciary agreement in place. Kathryn Crossin shared this could be a avenue going forward to put in place an agreement which wouldn't pose any concerns moving forward with an agreement.

Pete gave no issues with Mansfield University participating with the Giving Tuesday promotion given the need to utilize this relevant timeframe for the event. Charles thanked Pete for allowing the go ahead on this program and will address agreements for further events in coming year. Planned invitation of participation will be shared with campus and campus community in the coming week.

IX. EDUCATIONAL FEATURE

None provided

X. REPORTS**President, Charles Patterson**

- Updated the Trustees on the PASSHE redesign level and redesign in affordability. Briefed the trustees on the shared re-design and the focus areas of procurement, CT and HR, being developed by 9 of the universities within the PASSHE system, the sustainability plan moving forward. These will come together as products for the institution and the allocations schedule for the upcoming year.
- Progress being made between the foundation and MU administration to work toward raising funding to benefit our students. A component for our sustainability plan to work on 3-5 year to assist with the sustainability moving forward. Growing enrollment, cost of personal and operating cost to right-size the institution.

PACT, Trustee Karen Russell:

Briefly held an executive council in Harrisburg last nominating new officers and elected at the spring governance. Financial sustainability from the chancellor. In kind aggregate cost to support student for financial support. Student trustees to gain applicants for new student trustees. Not expected a winter meeting, April 15 advocacy day; April 23 & 24 big spring meeting in Harrisburg for PACT. Plan to attend. Fall regional meetings being planned and the attendance was well attended. East Stroudsburg had the next meeting—Lock Haven will hold the 2020 meeting for the Fall regional meeting, then Mansfield will be in 2021.

SGA Seungho Lee

Provided an update on the SGA with regards to increased student morale. SGA will be providing support to locate replacement Student Trustee by the end of this spring semester, as Chelsea Thomas will be graduating.

Senate: Closing out this semester and completing curricular items for program improvement. Faculty has a sharing day tomorrow for trying out new ideas and sharing those ideas among peers to enable thinking holistically versus only viewing within the classroom environment. Dr. Ulrich suggested for them to consider multi-modality across curriculums. Supports reaching diverse student populations along with expanding availability for credit completion.

APSCUF:

Working with new evaluation guidelines for faculty. Along with updating guidelines.

SCUPA

Currently updating job descriptions to provide better understanding of workloads.

XI. OTHER BUSINESS

XII. DATE OF NEXT MEETING

The next regular meeting of the Mansfield University Council of Trustees is **Wednesday, March 25, 2020, 2:00 p.m. in the North Manser Hall.**

The Mansfield University Council of Trustees annual retreat will be held on **Wednesday, January 29, 2020 in North Hall 6th Floor Community Room.**

XIII. ADJOURNMENT

The meeting was adjourned at 2:15 pm.

Respectfully Submitted,

Jill L. Scott

Jill L. Scott

MANSFIELD UNIVERSITY

COUNCIL OF TRUSTEES MEETING

Wednesday, May 27, 2020
2:00 p.m.

Conference/Zoom Meeting

A G E N D A

I. MEETING CALLED TO ORDER

II. RECORDING OF ATTENDANCE

III. PUBLIC COMMENTS

IV. APPROVAL OF MINUTES

November 20, 2019 (Exhibit A)

MOTION:

V. COMMITTEE REPORTS

A. Academic Affairs Report (Dr. Ulrich)

- Middle States Self-Study
- Occupational Safety and GIS Certificates
- Low-Enrolled Programs
- Early Start Program: Concurrent Enrollment
- Fall 2020 Planning: Instructional Delivery

B. Finance and Administration Report (Ms. Crossin and Mr. Garnier)

- Review of Purchases over \$5,000 (Exhibit B)
- Commonfund Resolution (Exhibit C)
- Capital Projects and Spending Plan (Exhibit D)
- Budget to Actual Comparison

C. Student Affairs Report (Ms. Lindner)

- Enrollment Management Report
- Housing Report

D. Mansfield Foundation Report (Mr. Guidi)

VI. OLD BUSINESS

VII. NEW BUSINESS

Meeting Dates for 2020-2021 (Exhibit E)

Attached is a 2020-2021 calendar for Council’s consideration. Proposed Council of Trustees meeting dates and locations are as follows:

- Wednesday, September 30, 2020; North Manser Dining
- Wednesday, November 18, 2020 (Thanksgiving is Nov. 26); North Manser Dining
- Wednesday, January 20, 2021, Retreat; North Hall -6th Floor Community Room
- Wednesday, March 24, 2021; North Manser Dining
- Wednesday, May 26, 2021; North Hall – 6th Floor Community Room
- Wednesday, July 21, 2021; North Hall – 6th Floor Community Room

Proposed meeting schedule for the coming year:

- 10:00 am – 12:30 pm COT Workshop and Lunch with President
- 12:30 – 2:00 pm Committee Meetings
- 2:00 – 3:00 pm COT Public Meeting

Nomination of Officers

Members of the Nominating Committee for Reorganization/Election of Officers are Mr. Gannon, Mr. Henderson, and Dr. Strohecker. This item is tabled until the July 22, 2020 meeting. At that time nominations will be made and election of officers will take place.

VIII. INFORMATION ITEMS – NO ACTION REQUIRED

IX. EDUCATIONAL FEATURE

X. REPORTS

President Charles Patterson

PACT

Student Government Association

XI. OTHER BUSINESS

XII. DATE OF NEXT MEETING

The next regular meeting of the Mansfield University Council of Trustees is on **Wednesday, July 22, 2020, 2:00 p.m. in the North Hall 6th Floor Community Room.**

XIII. ADJOURNMENT

MANSFIELD UNIVERSITY

COUNCIL OF TRUSTEES MEETING

Wednesday, November 20, 2019
2:00 p.m.

North Manser

Minutes

I. MEETING CALLED TO ORDER

Chairman Kilmer called the meeting to order at 2:10 p.m.

FOR THE RECORD: in accordance with the Sunshine Law, this meeting was advertised in the *Wellsboro Gazette* on November 12, 2019.

II. RECORDING OF ATTENDANCE

The following Trustees attended:

Ms. Susan Kefover, Member
Ms. Bobbi Kilmer, Chairperson
Mr. Ralph H. Meyer, Member
Ms. Karen J. Russell, Member
Dr. Robert D. Strohecker, Member
Mr. Steven Crawford, Vice Chairman
Mr. Max Gannon, Member
Mr. Bruce L. Vickery, Member
Ms. Chelsea Thomas, Member (executive session)

The following Trustees were not in attendance:

Mr. Patrick Henderson, Secretary
Mr. Aaron K. Singer, Member

Members of the University staff who attended are as follows:

Charles E. Patterson, PhD, President
Dr. John Ulrich, Provost and Vice President for Academic Affairs
Dr. Kathy Wright, Associate Provost/Dean of Natural and Social Sciences
Dr. Joshua Battin, Dean, College of Arts and Humanities
Mr. Phillip Swank, Chief of Staff
Ms. JoEllen Lindner, Interim VP Student Affairs and Enrollment Management
Ms. Kathryn Crossin, Interim Vice President of Finance and Administration
Ms. Jill L. Scott, Secretary to the Council of Trustees
Ms. Marie Domenech, SCUPA Representative

Others in Attendance:
Mr. Pete Guidi, Mansfield Foundation

III. PUBLIC COMMENTS

Chair Kilmer asked for public comments and there were none.

IV. APPROVAL OF MINUTES

A motion was made by **Mr. Aaron Singer**, seconded by **Mr. Ralph H. Meyer**, and unanimously carried to approve the minutes of **September 25, 2019** as identified in Exhibit A.

V. COMMITTEE REPORTS

A. Academic Affairs Report (Ulrich)

Dr. John Ulrich discussed the following:

- New Concentration: BS Geosciences- Geoarchaeology
 - Brief update this new degree concentration has been approved and currently working on promotional and marketing plans for implementation.
 - Mansfield University and IUP are collaborating to complete degree requirements.
 - Projecting job-growth in this field of study at 15%
- New Concentration: BS Chemistry—Plant Extraction Chemistry
 - Brief update this new degree concentration has been approved and currently working on promotional and marketing plans for implementation
- Collaboration with Bloomsburg on MSW Program—update
 - MSW Social Work has reached the letter of intent and has been recommended to the Executive Leadership Group for approval.
 - Utilizing Hanover research to provide extend to growth/need in this area of study.
- Middle States Self-Study
 - Dr. Wright, Dr. Guignard and Dr. Griggs attended the recent Self-Study training in Harrisburg for Middle States. Mansfield University is on track with next steps for completion.

B. Finance and Administration Report (Ms. Crossin)

Ms. Crossin noted the topics discussed in the Finance and Administration Report:

- Review of Purchases over \$5,000
- Annual Physical Inspection of Facilities
- Fees Schedule
- Approval of Auditors Report
- Annual Certifying Resolution of Affiliated Entities
- Budget Update

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

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, a motion was made by **Mr. Steven Crawford**, seconded by **Dr. Robert D. Strohecker** and unanimously carried to approve purchase orders of \$5,000 or more for the period of August 16, 2019 through October 15, 2019 for a total of **\$891,517.72** as identified in Exhibit B.

Approval of Annual Physical Inspection of Facilities

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, **a motion was made by Ms. Karen J. Russell, seconded by Mr. Max Gannon and unanimously carried to approve the Annual Inspection of Facilities conducted on September 25, 2019**, as identified in Exhibit C.

Fee Schedule for the Fiscal Year 2020/2021

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, **a motion was made by Ms. Susan Kefover, seconded by Dr. Robert D. Strohecker and unanimously carried to approve the Fee Schedule for the Fiscal Year 2020/2021**

Approval of Auditors Report

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, **a motion was made by Dr. Robert D. Strohecker, seconded by Mr. Ralph H. Meyer and unanimously carried to accept the independent auditor's report for the fiscal year ending June 30, 2019** as presented during the Finance & Administration Committee report.

Annual Certifying Resolution of Affiliated Entities

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, a motion was made by **Dr. Robert D. Strohecker**, seconded by **Mr. Bruce L. Vickery** and unanimously carried to approve the Annual Certifying Resolution of Affiliated Entities.

C. Student Affairs (Ms. Lindner)

- Enrollment Management Report: Application, acceptance and deposits are all up across the board. Visits are up along with some bigger events such as overnight visits are up as well.
----Working with marketing to bring up numbers locally along with regionally to influence our numbers with growth in the local and keep the narrative open with counselors.
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VI. **OLD BUSINESS**

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Emeritus Status

Based on the recommendations of the appropriate department, the Provost and 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:

Mr. Clarence Lienhard, a faculty member in the Mathematics and Computer Information Science Department from August 15, 1987 through May 24, 2019.

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VIII. INFORMATION ITEMS – NO ACTION REQUIRED

Pete Guidi with the Mansfield Foundation gave an overview of the recent items in which the foundation has provided support to Mansfield University via new incubators in Grant Science, athletics support of teams and upcoming investments in future fundraising efforts.

Currently in the process of gaining a website upgrade which will provide the necessary tools to be fully integrated and will enhance the ability of fundraising and receipt of direct donations. This was hired out to a third party and should be completed within the coming week for use in campaigns planned.

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APSCUF:

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SCUPA

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XI. OTHER BUSINESS

XII. DATE OF NEXT MEETING

The next regular meeting of the Mansfield University Council of Trustees is **Wednesday, March 25, 2020, 2:00 p.m. in the North Manser Hall.**

The Mansfield University Council of Trustees annual retreat will be held on **Wednesday, January 29, 2020 in North Hall 6th Floor Community Room.**

XIII. ADJOURNMENT

The meeting was adjourned at 2:15 pm.

Respectfully Submitted,

Jill L. Scott

Jill L. Scott

Mansfield University
Council of Trustees
Summary of Purchases
October 16, 2019 - April 15, 2020

Exhibit B

SUMMARY OF ALL PURCHASES & CONTRACTS

Total Purchases over (\geq) \$5,000 from October 16, 2019 - April 15, 2020

\$ 2,371,703.11

Total Purchases under ($<$) \$5,000 from October 16, 2019 - April 15, 2020

247,811.02

SUB-TOTAL 2,619,514.13

CREDIT CARD PURCHASES

October 16, 2019 - April 15, 2020

226,311.70

GRAND TOTAL \$ 2,845,825.83

Mansfield University
Council of Trustees
Purchases Equal to and Over \$5,000
October 16, 2019 - April 15, 2020

Vendor	PO Number	Vendor-Name	Item Description	PO Date	PO Amount
1073923	4000059800	MAXIENT LLC	MAXIENT STDT CONDUCT MGR SOFTWARE FY20	3/5/2020	\$ 5,000.00
1006881	4000059977	K & D FACTORY SERVICE, INC.	REPAIRS TO EQUIPMENT IN MANSER	4/3/2020	5,000.00
1031873	4000059978	AKROM ASSOCIATES	SERVICE REPAIR ON DINING EQUIPMENT	4/3/2020	5,000.00
1114610	4500612266	CAN-USA SPORTS LLC	AD PKG SEASON 2019-2020	11/7/2019	5,000.00
1092703	4500616104	LONGMIRE & COMPANY INC	YES 2020 SURVEY	1/10/2020	5,000.00
1108373	4500618252	TOWNSQUARE MEDIA-BINGHAMTON LLC	DIGITAL ADVERTISING 2/1/20-3/31/20	2/7/2020	5,000.00
1063024	4500620505	H B MCCLURE COMPANY	INVOICE SERVICE REPAIR TO MUNTERS DH1 - Rare Books Fund	3/6/2020	5,072.00
1109762	4500621580	SKILLFUL COMMUNICATIONS INC	BIG INTERVIEW YR 1 OF 3: 7/2020-6/2021	3/26/2020	5,171.40
1084555	4500616294	BAYARD PRINTING GROUP	PRINTING OF 20,800 SPRING VISIT DAY MAIL	1/14/2020	5,177.85
1091989	4500612239	SCANNX INC	SCANNX PC, SCANNER, SHIPPING, WARRANTY	11/7/2019	5,345.00
1093743	4500615567	POWERPLAY MARKETING	ADVERTISEMENT-VETERANS AFFAIRS PUBLICAT	12/23/2019	5,500.00
1115237	4000059746	NICHE.COM INC	PREMIUM PROFILE - targeted marketing	2/28/2020	5,552.00
1027045	4500616672	I D BOOTH INC	BOTTLE FILLING STATIONS DOANE, ALUMNI, BUTLER - 4	1/17/2020	5,564.17
1000986	4500618814	ASSOCIATED CONTROLS, INC.	50 HP 460 V TRANE DRIVE AC PARTS & SHIPPING	2/14/2020	5,978.66
1055099	4500610829	DIGITAL ARCHITECTURE	ACALOG HOSTING & SUPPORT 12/16/19 TO 12/15/2020 - student schedulir	10/22/2019	6,622.72
1046478	4500621532	ITHAKA	DIGITAL JOURNALS 2/3/21 TO 6/30/21	3/25/2020	6,840.00
1112691	4500621767	VEOLIA ES TECHNICAL SOLUTIONS, LLC	HAZ-WASTE PICK-UP & DISPOSAL 20/21	4/1/2020	7,000.00
1026864	4500618816	WILLIAMSPORT CROSSCUTTERS	12X16 OUTFIELD BILLBOARD	2/14/2020	7,225.00
1020121	4500621582	ADIRONDACK SOLUTIONS INC	SOFTWARE FEES PHASE I 1/1/21- 6/30/21	3/26/2020	7,225.00
1115657	4000060008	JOHN MILLS ELECTRIC, INC.	EVALUATE & REPAIR ELECTRICAL ISSUE	4/10/2020	7,500.00
1001512	4500611839	TRANSACT CAMPUS INC	CONTACTLESS AND MAGSTRIPE DOOR READERS	11/1/2019	7,644.00
1006032	4500621163	INTERLIBRARY DELIVERY SERVICE	IDS MEMBERSHIP FEE FY2021 1/1/21-6/30/21	3/18/2020	7,857.00
1006703	4500613862	JOHN SAVOY & SON, INC.	50 MATTRESS 3680-REST	11/27/2019	7,982.50
1104832	4500620121	PERFORMING ARTS EDUCATORS	CARNEGIE HALL PERFORMANCE FEE - DEPOSIT	3/3/2020	8,000.00
1001339	4500621996	BERKSHIRE SYSTEMS GROUP INC	MISC. PARTS FIRE ALARM&SPRINKLER-E&G	4/8/2020	8,500.00
1004554	4500622107	FARONICS	DEEP FREEZE KITS, POWER SAVE KITS - COMPUTER SOFTWARE	4/10/2020	8,524.62
1004053	4500621529	EBSCO SUBSCRIPTION SERVICES	ONLINE SUBSCRIPTIONS 1/1/21 TO 6/30/21	3/25/2020	8,848.00
1002185	4500611789	CDW GOVERNMENT LLC	10 LG 55SM5KD-B 55" LED DISPLAY	11/1/2019	9,693.00
1027938	4500622109	EDC CORP.	PARKING PERMIT/TICKET SOFTWARE	4/10/2020	9,750.00
1084555	4500620235	BAYARD PRINTING GROUP	JUNIOR MAILER/FIRST OUT FLYER	3/4/2020	9,850.00
1083166	4500612946	WPHL-TV	ADVERTISEMENT 10/1/19-11/30/19	11/15/2019	10,000.00
1078541	4000058769	WELLSBORO RENTAL CENTER	FIREPLACE REPLACEMENT & REPAIR	11/13/2019	11,024.36
1000248	4000059267	ADVANTAGE SPORT & FITNESS INC	20-21 PREVENTATIVE MAINTENANCE CONTRACT	1/27/2020	11,600.00
1021634	4000058602	LAMAR COMPANIES	ADV PANEL 54002 RT15 EXIT80 10/28/19-6/30/20	10/28/2019	11,700.00
1108473	4500622138	IDEMIA IDENTITY & SECURITY LLC	FINGERPRINT CODES - BACKGROUD CLEARANCES	4/13/2020	11,925.00
1109893	4000059268	PIVOT PHYSICAL THERAPY OF PA LLC	20-21 SAYRE GYM CONTRACT	1/27/2020	12,000.00
1054777	4500622005	CINTAS CORPORATION	CINTAS- FIRE EXT. INSP. SAFETY OFFICE	4/8/2020	12,350.00
1115525	4500620820	CORNING BUILDING COMPANY	SUB ZERO SXS STAINLESS STEEL REFRIGERATOR	3/12/2020	12,411.00

1014875	4500610583	ELLUCIAN SUPPORT INC.	INTELLIGENT LEARNING PLATFORM ENTERPRISE	10/18/2019	12,800.00
1052920	4500617673	WITMER PUBLIC SAFETY GROUP INC	AMMUNITION	1/31/2020	13,441.24
1026923	4000059872	WILLIAMS,MARK	PIANO TUNING	3/11/2020	14,000.00
1056869	4500621955	HANNON HILL CORPORATION	CASCADE CMS 1-25 CLOUD SUBSCRIPTION	4/7/2020	14,500.00
1092610	4500619313	WEBPAGEFX	WEB FX-SEO INITIAL OPTIMIZATION	2/20/2020	14,550.00
1063395	4500611334	TOPP BUSINESS SOLUTIONS	KONICA MINOLTA C3070 - MAINTENANCE	10/28/2019	15,000.00
1020121	4500614981	ADIRONDACK SOLUTIONS INC	SOFTWARE FEES PHASE I 1/1/20- 6/30/20	12/16/2019	15,350.00
1043614	4500621538	ELSEVIER	COLLEGE SCIENCE DIRECT 1/1/21-6/30/21	3/25/2020	18,133.92
1083467	4500617898	PAPERTHIN INC.	CS CLOUD RENEWAL, ACTIVE SUPPORT, EST. USAGE	2/4/2020	19,409.00
1059096	4500621980	PRO SUPPLY	SUPPLIES FOR PRINT SHOP FY 20/21	4/8/2020	20,000.00
1042161	3900010552	WEBER MURPHY FOX	MANSER CHIMNEY- Design work not to exceed	12/17/2019	21,744.00
1021634	4000059930	LAMAR COMPANIES	ADVERTISING POSTER 10'6"X22'9" FEB-JUNE	3/24/2020	26,600.00
1001339	4500621639	BERKSHIRE SYSTEMS GROUP INC	FIRE ALARM INSP.-E&G BUILDINGS	3/27/2020	33,000.00
1029073	4500621496	OCLC ONLINE COMPUTER LIBRARY CENTER	OCLC 2021 MONTHLY CHARGES & FEES	3/24/2020	33,525.00
1060003	4500621885	FRONTIER	FRONTIER FACILITY USAGE CHARGES	4/6/2020	36,700.00
1006647	4500614895	DEERE & COMPANY	JOHN DEERE 3046R TRACTOR	12/13/2019	37,948.80
1063395	4500621779	TOPP BUSINESS SOLUTIONS	TOPP BUSINESS SOLUTIONS COPIER CONTRACT	4/1/2020	49,728.51
1042161	3900010573	WEBER MURPHY FOX	DESIGN WTR PLANT SETTLING BASIN ENCLOSURE	1/6/2020	61,649.00
1052365	4500616400	POWERHOUSE EQUIP & ENG CO INC	MANSER RENTAL OF TEMPORARY BOILER	1/15/2020	74,760.00
1005423	3900010537	H F LENZ CO	DECKER, BUTLER & FLD HS BOILERS	12/10/2019	115,204.19
1044261	4500614603	DIRECT ENERGY BUSINESS	NATURAL GAS - BOILER	12/10/2019	130,000.00
1056869	4500621956	HANNON HILL CORPORATION	CASCADE CMS-1-25 CLOUD SUBSCRIPTION	4/7/2020	165,768.93
1027062	4500616106	MANSFIELD BOROUGH	SEWAGE COLLECTION 1/20-12/20	1/10/2020	214,940.04
1096833	4300001077	TECHNOLUTIONS INC	SLATE CRM 1/1/19-6/30/24	1/6/2020	225,000.00
1014875	4500621856	ELLUCIAN SUPPORT INC.	ANNUAL MAINTENANCE RENEWAL	4/3/2020	230,735.00
1009579	4500621597	UNIQUESOURCE PRODUCTS & SERVICES	JANITORIAL SERVICES	3/26/2020	461,782.20
					\$ 2,371,703.11

**COUNCIL OF TRUSTEE RESOLUTION
FOR CONTINUED MEMBERSHIP IN THE COMMONFUND**

At a meeting of the Mansfield University Council of Trustees held on May 27, 2020 upon motion duly made it was voted that:

1. Mansfield University shall continue to be a Member of The Common Fund for Nonprofit Organizations (“Commonfund”), a New York Membership corporation, pursuant to the Constitution, By-laws and Rules of Commonfund, thereby becoming entitled to invest in the various investment funds established and maintained or sponsored by Commonfund.
2. The individuals holding the following offices be designated as authorized Representatives:

President

Vice President Finance & Administration

Controller

Assistant Controller

Each referred to herein as an Authorized Representative, to act on behalf of and in the name of the Institution in matters relating to Commonfund and, in particular, to specify to Commonfund the investment fund(s) of Commonfund in which Assets of the Institution should be invested or to which they should be transferred, to specify the distribution option or options applicable to such investment, to withdraw all or any portion of the Assets from any one or more of the investment fund(s), to make representations and warranties and to extend covenants binding upon the Institution, and generally to conduct affairs with Commonfund on behalf of the Institution, subject, however, to the understanding that any withdrawal shall be limited to a remittance by Commonfund to a bank or other depositor institution for credit to an account of the Institution.

3. This resolution shall supersede prior resolutions concerning the subject matter hereof to the extent inconsistent herewith and shall continue in full force and effect until written notice of any amendment or rescission hereof has been received by Commonfund, and, in the case of the Short term Fund, the Trustee.
4. The Secretary of the Institution or any one of the Authorized Representatives designated herein or pursuant hereto may certify to Commonfund and to the Trustee and to any affiliate of either, as to the adoption of this resolution and the text hereof and as to the identity and authenticity of the signatures of each Authorized Representative in paragraph 2 and to exercise one or more of the powers conferred herein. Such certification as to identity and authenticity may be made on Fund Transfer Agreements (Forms 3 and 3A) or Master Money Transfer Agreements (Forms 4 and 5) or otherwise. Commonfund and the Trustee shall be entitled as against the Institution to presume conclusively that the persons so certified shall continue to be authorized to act on behalf of the Institution until otherwise notified in writing by an Authorized Representative.

Approved: _____ May 27, 2020

Bobbi J. Kilmer, Chairperson
Mansfield University Council of Trustees

Mansfield University of PA

Exhibit D

Pennsylvania State System of Higher Education Capital Projects Spending Plan Proposed Program for FY 2020-21 - FY 2024-2025

MANSFIELD PRIORITY	PROJECT	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	TOTAL
1	Utility Infrastructure Repairs	\$24,000,000					\$24,000,000
2	Deferred Maintenance Roof and Mechanical Systems Replacement		\$4,944,000				\$4,944,000
3	North Hall Renovation Phase I		\$14,865,000				\$14,865,000
4	North Hall Renovation Phase II			\$13,510,000			\$13,510,000
	University Total	\$24,000,000	\$19,809,000	\$13,510,000	\$0	\$0	\$57,319,000

EXHIBIT E

Council of Trustees 2020-2021 proposed Council of Trustees meeting dates and locations are as follows:

- Wednesday, September 30, 2020; North Manser Dining
- Wednesday, November 18, 2020 (Thanksgiving is Nov. 26); North Manser Dining
- Wednesday, January 20, 2021, Retreat; North Hall -6th Floor Community Room
- Wednesday, March 24, 2021; North Manser Dining
- Wednesday, May 26, 2021; North Hall – 6th Floor Community Room
- Wednesday, July 21, 2021; North Hall – 6th Floor Community Room

Proposed meeting schedule for the coming year:

- 10:00 am – 12:30 pm COT Workshop and Lunch with President
- 12:30 – 2:00 pm Committee Meetings
- 2:00 – 3:00 pm COT Public Meeting

September 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30 Council of Trustees Meeting			

November 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 Council of Trustees Meeting	19	20	21
22	23	24	25	26	27	28
29	30					

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 COT Retreat	21	22	23
24	25	26	27	28	29	30
31						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 Council of Trustees Meeting	25	26	27
28	29	30	31			

May 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 Council of Trustees Meeting	27	28	29
30	31					

July 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 Council of Trustees Meeting	22	23	24
25	26	27	28	29	30	31

MANSFIELD UNIVERSITY

COUNCIL OF TRUSTEES MEETING

Wednesday, July 22, 2020

2:00 p.m.

Zoom Conference

A G E N D A

I. MEETING CALLED TO ORDER

II. RECORDING OF ATTENDANCE

III. PUBLIC COMMENTS

IV. APPROVAL OF MINUTES

May 27, 2020 (Exhibit A)

MOTION to approve the minutes from the May 27, 2020 meeting as identified in Exhibit A.

V. COMMITTEE REPORTS

- A. Academic Affairs Report (Dr. Ulrich)
 - Fall 2020 Planning: Instructional Delivery

- B. Finance and Administration Report (Mr. Garnier)
 - Review of Purchases over \$5,000 (Exhibit B)
 - Mansfield Fire and Ambulance (Exhibit C)
 - Order of Succession (Exhibit D)
 - Budget to Actual Comparison

- C. Student Affairs Report (Ms. Lindner)
 - Enrollment Management Report
 - Housing Report
 - Student Code of Conduct (Exhibit E)

- D. Mansfield Foundation Report (Mr. Guidi)

VI. OLD BUSINESS

VII. NEW BUSINESS

Election of Officers

The Nominating Committee for the Reorganization/Election of Officers will make nominations for the positions of Chairman, Vice Chairman, and Secretary for the Council of Trustees of Mansfield University.

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.”*

Election of Chairperson

Election of Vice-Chair

Election of Secretary

MOTION:

VIII. INFORMATION ITEMS – NO ACTION REQUIRED

IX. EDUCATIONAL FEATURE

X. REPORTS

President Charles Patterson

PACT

Student Government Association

XI. OTHER BUSINESS

XII. DATE OF NEXT MEETING

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

XIII. ADJOURNMENT

MANSFIELD UNIVERSITY

COUNCIL OF TRUSTEES MEETING

Wednesday, May 27, 2020

2:00 p.m.

Zoom Conference

Minutes

I. MEETING CALLED TO ORDER

Chair Kilmer called the meeting to order at 2: 00 p.m.

FOR THE RECORD: in accordance with the Sunshine Law, this meeting was advertised in the *Wellsboro Gazette* on May 14, 2020.

II. RECORDING OF ATTENDANCE

The following Trustees attended:

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

The following Trustees were not in attendance:

Ms. Karen J. Russell, Member

Members of the University staff who attended are as follows:

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

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

Others in Attendance:
Ms. Sarah Hart, Student

III. PUBLIC COMMENTS

Chair Kilmer asked for public comments and there were none.

IV. APPROVAL OF MINUTES

A motion was made by Mr. Steven Crawford, seconded by Mr. Aaron Singer and unanimously carried to approve the minutes of **November 20, 2019** as identified in Exhibit A.

V. COMMITTEE REPORTS

A. Academic Affairs Report (Ulrich)

Dr. John Ulrich reported the following:

- Middle States Self-Study
 - Mansfield University Middle States Steering Committee comprising of Dr. Kathy Wright, Dr. James Guignard and Dr. Sherry Griggs completion revisions based on feedback received, then submitted our Design Document May 22, 2020 for review.
- Occupational Safety and GIS Certificates
 - Two additional certification programs were submitted to Middle States (MSCHE) for consideration, Geographic Information Systems (GIS) Certificate and Occupational Safety Certificate. If approved both certification programs will be available for enrollment by fall.
- Low-Enrolled Programs
 - During the spring semesters a review of programs was conducted for identifying programs with low-enrollment. Some have been moved to a considered moratorium status in which a programs can be revised, reviewed or discontinued fully. Recently through our Sustainability Plan another level of review is taking place for programs with low-enrollment along with avoiding overlap regional area.
- Early Start Program: Concurrent Enrollment
 - Expansion of our ESP to offer in classroom and online courses to local high school students with use of current high school instructors with reduced costs to students for participating via funding through Educational Improvement Tax Credit Program. Several school districts have expressed interests along with high school instructors being reviewed by faculty.

- Fall 2020 Planning; Instructional Delivery
 - Re-opening Task Force team comprised of members from our Safety Office, Campus Technology, Library Director and APSCUF have begun the process of re-opening campus to ensure on the continued health and safety of our Mansfield University family. Alternate learning modalities are being assessed for flexibility of instruction to move swiftly if needed due to the pandemic. Following guidance from CDC, Governor’s Office, Pennsylvania Department of Health, Pennsylvania Department of Education and PASSHE.

B. Finance and Administration Report (Ms. Crossin and Mr. Garnier)

Ms. Crossin reported in the Finance and Administration Report:

- Review of Purchases over \$5,000
- Commonfund Resolution (Exhibit C)
- Capital Projects and Spending Plan (Exhibit D)
- Budget to Actual Comparison

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

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, a motion was made by **Mr. Ralph H. Meyer**, seconded by **Mr. Bruce Vickery**, and unanimously carried to approve purchase orders of \$5,000 or more for the period of October 16, 2019 through April 15, 2020 for a total of \$2,371,703.11 as identified in **Exhibit B**.

Commonfund Resolution (Exhibit C)

Upon the recommendation of the Interim & Vice President for Finance and Administration and the President, a motion was made by **Mr. Bruce Vickery**, seconded by **Mr. Aaron Singer** and unanimously carried to approve the **Commonfund Resolution** as identified in **Exhibit C**.

Capital Projects and Spending Plan (Exhibit D)

Upon the recommendation of the Interim Vice President for Finance and Administration and the President, a motion was made by **Mr. Steven Crawford**, seconded by **Dr. Robert Strohecker** and unanimously carried to approve the **Capital Projects Spending Plan** as identified in **Exhibit D**.

C. Student Affairs (Ms. Lindner)

Ms. Lindner reported in the Student Affairs Report:

- Enrollment Management Report:
 - Due to the pandemic this spring semester there has been impacts to any on campus visitations along with the cancellation of visit days. The team moved quickly to offer virtual campus tours, a virtual visit day along with availability for meetings with Admissions, Student Accounts, Financial Aid and Faculty. Key areas for keeping students engaged in our campus through positive continuous outreach.

- Fall 2020 headcount is reflecting positive across the board and although our deposits for UG students is lower, there are more registered for courses in the fall by 26% over last fall at this time.
- Housing Report:
 - Housing numbers of students who have requested to live on campus this fall is very strong with students placing interest in attending and living on campus in the fall. Measures are assessed to mitigate social distancing and provide alternate dining options to include online app ordering, grab n’ go options along with monitoring for flow during peak hours.

D. Mansfield Foundation (Mr. Guidi)

In Mr. Guidi’s absence Ms. Kilmer shared the following report on the Mansfield Foundation:

- Shared recent fundraising efforts by the Mansfield Foundation, including Student Relief Fund for students affected by COVID-19. They were able to raise and distribute to 87 students \$47,000 via application through Mansfield University Financial Aid office to those students affected by unforeseen financial hardship.
- Giving Tuesday on May 5th for fundraising to support the continued pandemic relief for students.
- Firehouse Subs, although only a percentage of the purchases were given to Mansfield Foundation they still received \$1893 toward Volunteer First Responders Scholarship Fund.
- The Mansfield University Foundation engaged in other student relief effort activities, including a partnership with the Central Pennsylvania Food Bank to provide additional food resources to MU students and alumni families.
- Intending to conduct a Phonathon when guidelines permit.

VI. OLD BUSINESS

No old business

VII. NEW BUSINESS

Meeting Dates for 2020-2021 (Exhibit E)

Attached is a 2020-2021 calendar for Council’s consideration. Proposed Council of Trustees meeting dates and locations are accepted as follows:

Wednesday, September 30, 2020; North Manser Dining
Wednesday, November 18, 2020 (Thanksgiving is Nov. 26); North Manser Dining
Wednesday, January 20, 2021, Retreat; North Hall -6th Floor Community Room
Wednesday, March 24, 2021; North Manser Dining
Wednesday, May 26, 2021; North Hall – 6th Floor Community Room
Wednesday, July 21, 2021; North Hall – 6th Floor Community Room

Proposed meeting schedule for the coming year:

10:00 am – 12:30 pm COT Workshop and Lunch with President
12:30 – 2:00 pm Committee Meetings
2:00 – 3:00 pm COT Public Meeting

Nomination of Officers

Members of the Nominating Committee for Reorganization/Election of Officers are Mr. Gannon, Mr. Henderson, and Dr. Strohecker. This item is tabled until the July 22, 2020 meeting. At that time nominations will be made and election of officers will take place.

VIII. INFORMATION ITEMS – NO ACTION REQUIRED

IX. EDUCATIONAL FEATURE

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

X. REPORTS

President, Charles Patterson

- Updated the Trustees on the Financial Sustainability Report with review of versions as directed by PASSHE. Key elements in the plans are to curtail use of temporary faculty, eliminate low-enrolled programs, reduce both faculty and staff to obtain 2010-2011, faculty, staff to student ratios, and ensure effective use of evidence-based practices along with implementing a system wide academic plan. Through working closely with administration and APSCUF these are being addressed in a collaborative way to meet these objectives.
- Provided overview of the CARES Act Higher Education Emergency Relief Fund (HEERF) brief on how the funds were utilized for support of student impacted financially during the COVID-19 pandemic.
- While the COVID-19 pandemic will effect enrollments throughout the U.S., Mansfield University's enrollment growth is demonstration that leadership has already started down the right path of addressing financial sustainability. Enrollment numbers reflect slowing with deposits and applications both our admitted and registered students are higher. Our housing applications for the fall 2020 semester are reflecting strong numbers to exceed our 2019 housing percentages.

PACT, Trustee Karen Russell:

Chair Kilmer shared from Ms. Russell that PACT is considering a possible fall conference. Also PACT is in the process of elections, with Ms. Russell running for Treasurer.

SGA: Mr. Mastroianni

No report provided

Senate: Dr. Rothermel

No report provided

APSCUF: Mr. Loher

No report provided

SCUPA: Ms. Brayer

No report provided

XI. OTHER BUSINESS

Ms. Crossin introduced her replacement Mr. Todd Garnier as the new Vice President for Finance and Administration to the Trustees.

Chair Kilmer expressed on behalf of the Trustees her appreciation to Ms. Crossin for everything she has done for Mansfield University.

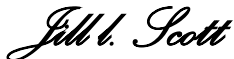
XII. DATE OF NEXT MEETING

The next regular meeting of the Mansfield University Council of Trustees is **Wednesday, July 22, 2020, 2:00 p.m. in the North Hall 6th Floor Community Room.**

XIII. ADJOURNMENT

The meeting was adjourned at 2:30 p.m.

Respectfully Submitted,



Jill L. Scott

Mansfield University
Council of Trustees
Summary of Purchases
April 16, 2020 - June 15, 2020

Exhibit B

SUMMARY OF ALL PURCHASES & CONTRACTS

Total Purchases over (>=) \$5,000 from April 16, 2020-June 15, 2020	\$ 2,590,757.07
Total Purchases under (<) \$5,000 from April 16, 2020-June 15, 2020	<u>179,176.94</u>
SUB-TOTAL	\$ <u>2,769,934.01</u>

CREDIT CARD PURCHASES

April 16, 2020-June 15, 2020	<u>68,871.23</u>
------------------------------	------------------

GRAND TOTAL \$ 2,838,805.24

Mansfield University
 Council of Trustees
 Purchases Equal to and Over \$5,000
 April 16, 2020 - June 15, 2020

Vendor	PO Number	Vendor-Name	Item Description	PO Date	PO Amount
1027385	4500622556	PASCO	PHONE&FIELD SUPP. FOR BUIL.D.AUTOM 20-21	4/22/2020	\$ 5,000.00
1098405	4500623147	STUART LISOWSKI EXCAVATION	CAMPUS WIDE EXCAVATION	5/4/2020	\$ 5,000.00
1016956	4500624571	4IMPRINT	HAND SANITIZER-LOGO 1.9OZ -ORDER #2	6/1/2020	\$ 5,004.39
1027495	4500625122	EMS SOFTWARE, LLC	EMS RENEWAL 6/1/20 - 6/30/20	6/9/2020	\$ 5,214.70
1078109	4500624382	GOVERNMENTJOBS.COM INC dba NEOGOV	SINGLE SIGN-ON (SSO) 7/1/20-6/30/21	5/28/2020	\$ 5,510.60
1000089	4500624381	AASCU-PENSON	MEMBERSHIP DUES 7/1/2020 - 6/30/2021	5/28/2020	\$ 5,705.00
1112959	4500623898	NSENA INC	NSENA SUBSCRIPTION 5/1/20-4/30/21	5/19/2020	\$ 6,000.00
1014396	4000060413	VERDIN COMPANY	CLOCK RESTORATION & REPAIR	6/11/2020	\$ 6,725.00
1113258	4500625111	HARBOR BUSINESS COMPLIANCE CORP	ANNUAL FUNDRAISING REGISTRATION FY 20/21	6/9/2020	\$ 7,175.00
1041940	4500622875	ALAN PROBST INC.	TELEVISION SPONSORSHIP	4/29/2020	\$ 7,176.00
1112001	4000060137	PACE ANALYTICAL SERVICES LLC	POOL WATER TESTING	5/4/2020	\$ 7,260.00
1019386	4500623599	SUSQUEHANNA PAPER & SANITARY SUP	ADVA3985-SC1500 20R REV AUTO SCRUBBER	5/13/2020	\$ 7,929.00
1095620	4500622798	CONCEPT3D	TOUR BUILDER 360 TOUR/SET-UP FEE & SUBSCRIPTION	4/28/2020	\$ 8,380.00
1041233	4000060088	HYDRO SERVICE & SUPPLIES	PICOMAX CABINET WITH PICOPURE2FAUCET	4/23/2020	\$ 8,898.00
1114689	4500623974	MOOSE'S ENTERPRISES LLC	FULL WRAP FORD TRANSIT	5/20/2020	\$ 9,000.00
1041532	4500622561	MAIN POOL & CHEMICAL CO	CHEMICALS FOR WATER PLANT	4/22/2020	\$ 9,500.00
1004484	4500622966	EXETER SUPPLY COMPANY, INC.	MS-2KIT GUTERMANN MULTISCAN-2 KIT	4/30/2020	\$ 10,550.00
1071934	4500622734	MERIT PAGES INC	ANNUAL SUBSCRIPTION FEE	4/27/2020	\$ 11,896.00
1075324	4500624740	BLACKBOARD CONNECT INC	BLACKBOARD CONNECT-ENS	6/3/2020	\$ 12,825.00
1002185	4500624744	CDW GOVERNMENT LLC	SOPHOS CENTRAL INTERCEPT X ADV SOFTWARE SUBSCRIPTION	6/3/2020	\$ 13,500.00
1001781	4500625374	BSN SPORTS LLC	2700 FACE MASKS - COVID	6/11/2020	\$ 13,569.27
1003502	4500624396	DELL MARKETING LP	ADMISSIONS-7 LAPTOPS/14 MONITORS/ACCESSORIES	5/28/2020	\$ 14,342.09
1115237	4500625277	NICHE.COM INC	NICHE REACH PKG 4006 7/1/20 - 6/30/21/ADMISSIONS	6/10/2020	\$ 14,990.00
1028375	4500623592	IBM CORP	IBM SPSS/LICENSE SUBSCRIPTIONS	5/13/2020	\$ 16,124.15
1002185	4500624624	CDW GOVERNMENT LLC	20 OWL LAB MEETING CONF CAMERAS/SUPPORT	6/2/2020	\$ 16,957.40
1113299	4000060142	CHEMTRON SUPPLY CORPORATION	SPC-MAIN BOILER/NH & MANSER BOILER/POTABLE WATER SVC	5/5/2020	\$ 17,736.00
1052365	4500623973	POWERHOUSE EQUIP & ENG CO INC	BOILER RENTAL-POWERHOUSE RH-100	5/20/2020	\$ 22,000.00
1066920	4500624842	CMRS-POC	ANNUAL RENEWAL POSTAGE BY PHONE	6/4/2020	\$ 26,000.00
1005137	4500622764	GLASSMERE FUEL SERVICE INC	GASOLINE 87 OCT/DIESEL FUEL	4/27/2020	\$ 28,500.00
1004115	4500622558	EDUCATIONAL COMPUTER SYSTEMS, INC.	3RD PARTY BILLING PERKINS	4/22/2020	\$ 30,600.00
1013172	4500622767	UGI ENERGY SERVICES INC	NATURAL GAS- UTILITIES	4/27/2020	\$ 57,100.00
1027010	4500622637	NORTHERN TIER SOLID WASTE AUTHORITY	REFUSE REMOVAL/FY2021	4/23/2020	\$ 60,575.47
1044261	4500622768	DIRECT ENERGY BUSINESS	NATURAL GAS- BOILER ACCOUNT	4/27/2020	\$ 130,000.00
1068401	4500622766	UGI CENTRAL PENN GAS	NATURAL GAS- UTILITIES/PHASE I & II/DAYCARE	4/27/2020	\$ 199,410.00
1083870	4000060438	EAB GLOBAL INC	MANSFIELD SELECT APPLICATION CAMPAIGN	6/15/2020	\$ 697,729.00
1009859	4500622636	PENELEC	ELECTRIC-UTILITIES/PHASE I & II/DAYCARE	4/23/2020	\$1,086,875.00
					\$2,590,757.07

Mansfield Hose Company (Fire Dept.) and Mansfield Firemen's Ambulance Association Payments

The Mansfield Hose Company (Fire Department) and the Mansfield Firemen's Ambulance Association provide a critical service to the University. Upon the recommendation of the Vice President Finance & Administration and the President, we are requesting the Council of Trustees authorize the University to pay a total of \$4,000 to the Mansfield Hose Company (Fire Department) and \$4,000 to the Mansfield Firemen's Ambulance Association for the 2020-21 Fiscal Year. These two organizations recognize the challenges that Mansfield University is currently experiencing and have offered a one-year reduction from \$7,500 per organization to \$4,000 per organization. Payments will be processed through the Purchasing Department via properly executed purchasing documents.

**CERTIFYING RESOLUTION
BOARD OF GOVERNORS POLICY 1983-14-A
APPOINTING INTERIM AND CHIEF EXECUTIVE OFFICERS**

WHEREAS, Board of Governors Policy 1983-14-A, Appointing Interim and Chief Executive Officers, requires that each PASSHE university president develop and publish an Order of Succession identifying, in rank order, members of its university's executive management team who will act on behalf of the president in his/her absence, in the event s/he is temporarily unable to fulfill his/her responsibility, or in the event there is a vacancy;

WHEREAS, Board of Governors Policy 1983-14-A, Appointing Interim and Chief Executive Officers, requires that prior to the beginning of each academic year, the president deliver the university Order of Succession Plan to the Chancellor after a resolution and vote by the University's Council of Trustees;

WHEREAS, the attached Order of Succession Plan, provided by the President of Mansfield University, lists in rank order the members of Mansfield University's executive management team to act on his behalf in his absence or in the event he is temporarily unable to fulfill his responsibilities, or in the event there is a vacancy during Fiscal Year 2020 to 2021;

THEREFORE, BE IT RESOLVED, that the Council of Trustees approves and certifies the attached Order of Succession Plan and directs the President of Mansfield University to deliver the Plan to the Chancellor, in accordance with Board of Governors Policy 1983-14-A.

Approved this 22nd day of July 2020.

Ms. Bobbi J. Kilmer, Chairperson
Mansfield University of Pennsylvania
Council of Trustees

MANSFIELD UNIVERSITY

Order of Succession

2020-2021

Provost and Vice President for Academic Affairs

Vice President for Finance & Administration

Associate Provost/Dean of the College of Natural and Social Sciences

Dean of the College of Arts and Humanities

MANSFIELD UNIVERSITY



Student Code of Conduct

Note: Students are accountable for the information contained in this Student Code of Conduct as electronically published at www.mansfield.edu. The Code of Conduct is a companion to the University Catalog, which contains academic policies, financial information, and other policies. The University reserves the right to change or modify the contents listed herein as necessary and will provide appropriate notice to students in such instances via campus email. Mansfield University email should be checked on a regular basis for updates regarding this document.

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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 you to lifelong learning both in the classroom and beyond. While we know that the academic environment is a key component to your education, the experiences and skills you acquire outside the classroom at Mansfield will help prepare you to be a responsible community member and 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 and contribute meaningfully to that community. This code provides only the broadest of behavioral guidelines that 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 Sexual Discrimination and Misconduct Policy <http://www.mansfield.edu/hr/title-ix/> on the Mansfield University (Title IX) Website. Above all, behavior should be guided by the core values of the Mansfield Creed as set forth by the student body, class of 1912: “**Character** as the essential, **Scholarship** as the means, **Culture** as the enrichment, and **Service** as the end of all worthy endeavors.” <https://www.mansfield.edu/mansfield-creed/index.cfm>

The policies included here 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 this material. For more information contact the Dean of Students at 570.662.4932.

The Dean of Students has designated the Community Conduct Officer as the principal administrator of this document and as the Chief Conduct Officer. Students with questions or comments about these policies should consult with the Chief Conduct Officer, William Kluge, at 326 Alumni Hall or by phone at 570.662.4936.

We look forward to accompanying you on your journey.

Best of luck with your studies!

The Student Affairs Team

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 Dean of Students 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, JoEllen Lindner, Interim Vice President, G04 South Hall, Mansfield University, Mansfield, PA 16933, Phone: 570.662.4342, Email: jlindner@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.

This Student Code of Conduct is intended to be consistent with other University policies. Every effort will be made to enforce the Code in a manner that is consistent with such policies. To the extent there is an irreconcilable difference between this Code and a University policy, the policy with the most recent publishing date will control.

Expectations of Students

Students are expected to:

- be accountable for 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.
- recognize that your actions and behavior reflect not only upon you, but on the University community as well.

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.

Communication and Correspondence

The Office of Community Conduct sends all official correspondence through email utilizing students' Mansfield University issued email address. This is the primary and official form of communication, and students are expected to check their University email on a daily basis. Any and all consequences resulting from a failure to regularly check email are the responsibility of the individual.

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.

Advisor — A person of an involved party's choice who may consult and interact privately with the party during the hearing process. The advisor cannot actively participate in the hearing unless asked a specific question by a factfinder within the proceeding. A witness in a hearing cannot serve as an advisor.

Complainant — An individual 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 — A person or people forming one side in an agreement or dispute. Both the person lodging a complaint and the person about whom the complaint is made are considered to be parties.

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 Student 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. Sanctions are applied in a fair, consistent and progressive manner in accordance with the severity of the conduct violation and the conduct history of the respondent.

Student — Any person who is seeking admission to the University through the formal University application process, has been admitted to the University, or who is 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 authorized by the University to determine whether a student has violated the Student Code of 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 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 Department or appropriate law enforcement agency. Civil or criminal proceedings, including those of the Mansfield University Police Department, 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>), the loss of the privilege to use University facilities, and prohibitions regarding the use of the Mansfield University name, likeness or visual identity in any way. Such restrictions or prohibitions may be permanent or for a specified probationary period.

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 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/>, which includes:
 - a. harassment
 - b. sexual assault (non-consensual sexual contact or intercourse)
 - c. domestic violence
 - d. dating violence
 - e. sexual exploitation
 - f. stalking
 - g. retaliation
 - h. intimidation
- 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; or
 - 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, cooperating as a witness in an investigation or relating to a proceeding under this Code. Retaliation under this section shall include but is not limited to:
 - a. Physical harm or threats of harm;
 - b. threats of negatively impacting social status or reputation in the campus community;
 - c. threats to reveal confidential information or any other threat that would cause a reasonable person to disengage in their cooperation in a proceeding;
 - d. Exhibiting threatening, intimidating, or harassing conduct toward any party or witness involved; or
 - e. Causing damage to his or her property whether with the intent of influencing outcomes or for retaliation.

1.5 Disorderly Conduct.

- a. Knowingly threatens, challenges another to fight, or engages in fighting or in violent behavior, other than in self-defense.
- b. Makes unreasonable noise:
 1. In a public place with the intent to disturb others or in reckless disregard of the peace and privacy of others; or
 2. In a private place with the intent to disturb others or in reckless disregard of the peace and privacy of others after having been informed that the loud noise is disturbing others not in the same place.
- c. Knowingly looks or peeps into an enclosed area for the purpose of observing another person who has a reasonable expectation of privacy therein.
- d. Knowingly engages in lewd or indecent conduct, including but not limited to public nudity, public urination, and making obscene gestures, telephone calls or messages.
- e. Knowingly or recklessly creates a hazardous or physically offensive condition for others.

2. Violations of Health, Welfare and Safety

It shall be a violation of this Policy if an individual, group or entity engages in the following behavior:

- 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. This section is not intended to address matters more appropriately handled under existing academic policies.
- 2.2 Violation of any University policy, local, state or federal law. Expressly included in this expectation are any state, regional or local emergency orders or declarations, mandatory policies or mandatory health advisory requirements, as well as any emergency declarations of the University President.
- 2.3 Alcohol Violations.
 - a. Public intoxication or the use, possession, sale, barter, exchange, gift, or distribution of alcoholic beverages except as expressly permitted by law or University policy. Constructive possession is defined as the presence of alcoholic beverages in an area of one's control such as a residence hall room in which the student is assigned or a vehicle that is owned, operated or controlled by that individual;
 - b. Underage use or possession of alcoholic beverages to include the purchase or attempt to purchase alcohol by a minor;
 - c. Intentionally or knowingly furnishing alcohol to an individual who is less than 21 years of age;
 - d. Driving under the influence of alcoholic beverages as defined by Pennsylvania statute, code or regulation; or
 - e. Knowingly being in the presence of unauthorized, underage or otherwise unlawful use, possession, or distribution of alcoholic beverages.

2.4 Controlled Substance Violations.

- a. Use, possession, purchase or attempted purchase, manufacturing, or distribution of narcotic or other controlled substances, or drug paraphernalia, except as expressly permitted by law. Constructive possession is defined as the presence of contraband in an area of one's control such as a residence hall room in which the student is assigned or a vehicle that is owned, operated or controlled by that individual;

Note: Possession of medical marijuana certification is not a valid defense if the violation occurred on Mansfield University properties due to compliance requirements with federal regulations.

- b. Sale or attempted sale, delivery or attempted delivery, or transport of any illegal drugs or controlled substances except as expressly permitted by law;
- c. Driving under the influence of a controlled substance as defined by Pennsylvania statute, code or regulation;
- d. Drugging another person's food or drink, or by any other means, without their knowledge or consent; or
- e. Knowingly being in the presence of unauthorized or unlawful use, possession, or distribution of illicit drugs or controlled substances.

2.5 Unauthorized use, alteration or in any way tampering with fire equipment, safety devices or safety equipment.

2.6 Any action that causes or attempts to cause a fire or explosion, including bomb threats, or any intentionally false reporting of a fire, or the failure to leave University buildings during a fire alarm.

2.7 Hazing - Engaging in activities by any individual or organization as prohibited by the Anti-hazing Law of Pennsylvania, as well as by Mansfield University's Anti-Hazing Policy, 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.

2.8 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.

2.9 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, refusal to present identification when asked, or failure to accurately identify oneself to these persons when requested to do so.
- 3.5 Failure to comply with assigned disciplinary sanctions, including a failure to pay in a timely fashion, any fee, fine, charge, or assessment imposed by the university.
- 3.6 Failure to take responsibility for the actions of one's guest(s). Students are responsible for any violations of any University policy or code of conduct committed by their guest(s).
- 3.7 Multiple and/or repeated Residence Hall Community Standards Violations which have been addressed by University officials constitute a violation of the Student Code of Conduct.
- 3.8 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.
- 3.9 Permitting another to use his or her University identification card, impersonating another, or misrepresenting authorization to act on behalf of another.
- 3.10 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.
- 3.11 Acts of dishonesty, including, but not limited to, the following:
 - a. Furnishing false information to a University official or faculty member;
 - b. Forgery, alteration, or misuse of any University document, record, or instrument of identification; or
 - c. Tampering with the election of any University recognized student organization.
- 3.12 Computer and/or network misuse: Any violation of the Mansfield University Acceptable Use Policy or any established Campus Technologies or other applicable policy. Such violations include, but are not limited to: misuse, abuse, or other illegal activity related to University computers or networks, using computers and/or the network to distribute, download or upload obscene or indecent images or language, harass individuals, or to hinder the universal functions of the university network.
- 3.13 Unauthorized or fraudulent use of the University name, seal, emblem, nickname, or motto.
- 3.14 Unauthorized entry or occupancy of University facilities, including unauthorized possession, duplication, or use of keys to any University facility.

- 3.15 The denial of services or access to activities, or engaging in conduct that constitutes unlawful discrimination based upon an individual's race, sex, religion, age, national origin, gender identity/expression, veteran status, sexual orientation, ancestry, marital status, or disability.
- 3.16 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.

Medical Amnesty:

Mansfield University's priority is for the safety and well-being of its students and visitors. The Mansfield Medical Amnesty policy is intended to encourage students to seek emergency medical assistance in situations that are possibly life-threatening due to alcohol or drug use, without fear of conduct violations for alcohol and drug use.

In order for a student to receive medical amnesty, the student seeking assistance must:

- a. Call 911, Police, Emergency Services, or notify Residence Life personnel based on a reasonable belief that someone, including themselves, is in need of immediate medical assistance;
- b. Reasonably believe that they were the first person to make the call or notification;
- c. Provide their own name to 911, Police, Emergency Services, or Residence Life personnel, as well as any additional relevant information;
- d. Remain with the person needing medical assistance until Emergency Medical Service Providers and/or the Police have arrived and released the student from the scene; and
- e. Comply with any post event, non-sanction based educational/counseling objectives issued by the Office of Community Conduct.

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: completion of on-line educational modules, work assignments, essays, community service, behavioral contract, administrative referral, and other related educational assignments. Educational sanctions are 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. **Deferred Housing Status:** This action signifies that a student is no longer in good standing with the University's residential living program. The student is also advised that any subsequent violation of the Student Code of Conduct may result in the student's involuntary relocation or removal from University housing for a designated period of time.
- F. **Loss of Housing:** The student is informed in writing that, as a result of the sanction imposed, they are involuntarily and permanently removed from University owned or affiliated student housing. Access to University housing including visitation is prohibited unless specifically approved by the Office of the Dean of Students. Removal from University housing means that the student must properly check out of their room in accordance with existing University procedures within the time constraints established by the hearing officer. In accordance with Residence Life policy, in such instances there will be no refund of housing fees.
- G. **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.
- H. **Facility Expulsion:** Facility Expulsion entailed the permanent loss of privileges to use a building or facility for an unlimited period of time.
- I. **Loss of Privileges:** Loss of Privileges entails denial of specified privileges for a designated period of time.
- J. **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.
- K. **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.
- L. **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.
- M. **Dismissal:** Dismissal entails the termination of a student's enrollment with Mansfield University. Dismissed students are prohibited from re-enrolling, being present on University property, or at University sponsored events unless permitted in writing by the Vice-President of Student Affairs and Enrollment Management.
- N. **Counseling Referral:** Though not a formal sanction, a student may be referred to Counseling Services for an evaluation or counselling session(s). The right to privacy and confidentiality remains with the student other than the Office of Community Conduct's authority to confirm attendance and completion.
- O. **Fines:** In certain instances, the Office of the President and/or the President's Cabinet may set policy authorizing and requiring fines for specifically identified violations.

Academic Integrity

Alleged violations of Academic Integrity are not addressed within the Code of Conduct and rather shall be processed according to the Academic Integrity Policy as established by the Office of the Provost <https://www.mansfield.edu/academic-affairs/faculty-resources/upload/Mansfield-University-Process-for-Reporting-Academic-Integrity-Violations-Rev-3-09.pdf>.

Violations of academic integrity standards include

- a. Plagiarism, the inclusion of someone else's words, ideas, or data as one's own work.
- b. Fabrication, the use of invented information or the falsification of research, information, citations, or other findings.
- c. Cheating, an act or an attempted act of deception by which a student seeks to misrepresent his/her mastery of the information or skills being assessed, including the use of a proxy in taking an examination, or using purchased papers or other materials.
- d. Academic misconduct, including but not limited to unauthorized collaboration, tampering with grades; acquiring or distributing any part of a test that has not yet been administered.
- e. Disrupting or interfering with the ability of others to complete academic assignments.
- f. Facilitating academic dishonesty by helping or attempting to help another to commit an act of academic dishonesty.
- g. Breach of standards of professional ethics in degree program(s).

Student Conduct: General Reporting, Complaint and Hearing Procedures

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

1. Any person or entity, including University departments or officials, student groups, community members and students may submit information regarding an alleged violation of the Student Code of Conduct to be reviewed by the Office of Community Conduct. Incident reports may be submitted anonymously, and each report will be investigated based on the extent of the information provided. Anonymous incident reports may alert the University to an existing problem, but such reports may not provide sufficient information to allow the University to initiate disciplinary action. The Office of Community Conduct reviews all information and manages the process of alleged violations under the Code of Conduct. Incidents may be reported through the following link: https://cm.maxient.com/reportingform.php?MansfieldUniv&layout_id=0
2. While there is no limitation as to when a complaint may be filed regarding a violation of the Student Code of Conduct, the ability of the Office of Community Conduct to conduct a full and proper investigation may be hampered in cases of delayed reporting. In such instances, Conduct personnel may have to make a determination as to whether

proceeding with a greatly delayed or compromised investigation is in the interests of the integrity of the Campus Judicial Process.

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 or designee will conduct an investigation. The Chief Conduct Officer or designee 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. Complaints of sexual discrimination or sexual misconduct may be reported through the following link:
https://cm.maxient.com/reportingform.php?MansfieldUniv&layout_id=9
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 Meeting with the Chief Conduct Officer or designee will be held, or that a Student Conduct Hearing Board will be convened for a hearing. 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 Meeting/Hearing will be held, the student may request a hearing before the Student Conduct Hearing Board. This request must be made at least 48 hours prior to the scheduled Administrative Conduct Board Hearing. The Chief Conduct Officer will review the rationale for the request and will decide whether to grant the request based upon the totality of the circumstances, including, but not limited to, concerns for fairness and due process, the severity of the offense, and prior conduct history.
7. If the Chief Conduct Officer determines that grounds exist to believe that a violation occurred which is to be heard by the Student Conduct Hearing Board, 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 their own expense, 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 advisor may attend all meetings but does not have the right to speak or participate directly in any aspect of the conduct process. The involved students must speak on their own behalf and communicate directly with the fact finder or adjudicator(s). An advisor's failure to comply with these participation limitations may cause the advisor to be removed from the meeting or proceeding. The advisor cannot actively participate in the hearing unless asked a specific question by the board. A witness in a hearing cannot serve as an advisor. The student must inform the Chief Conduct Officer at least two (2) days prior to the Administrative Conduct Hearing or Student Conduct Board Hearing if a support person or an attorney will be present.
9. In extraordinary circumstances, Mansfield University reserves the right to conduct meetings and hearings virtually. Special procedures and limitations may be in effect in such instances, which will be clearly communicated to all parties in advance, and which will not diminish the rights and due process of any party.
10. During meetings and hearings, procedural modifications such as the use of screens or dividers, and/or the use of remote appearance technologies is authorized at the discretion of the Chief Conduct Officer providing the principles of due process and fundamental fairness can be maintained.
11. 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 will not be charged for those violations. 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 reserves the right to follow up on such admissions in an informal manner.
12. Allegations of faculty and staff misconduct should be reported to Human Resources or the Title IX Coordinator based upon the nature of the allegation.

Group Misconduct Allegations

Reported incidents alleging group misconduct often require a preliminary investigation to determine the nature of the misconduct as well as those involved. It may be appropriate to conduct initial fact-finding interviews with individual complainants, witnesses and accused students in order to determine whether a formal investigation and or hearing process is warranted.

Due to the unique nature of these investigations, it may be necessary to utilize alternative investigative methods to ensure the integrity of the investigation. Such methods may include group

meetings or a series of individual interviews, with procedures which best preserve confidentiality in order to encourage full disclosure, prevent retaliatory behavior and prevent collusion. These procedures may include the collection of cell phones or other technology to prevent interpersonal communication during a group meeting, but those items are not subject to search without student permission or warrant.

During a group investigation, group members will be notified of the following conditions, as necessary:

- a. Refrain from communication or behavior that could be considered retaliatory in nature, which in itself is a violation of the Student Code of Conduct. Examples include, but are not limited to, sending intimidating or harassing texts, calls or emails; sending messages through other people; and making intimidating or harassing comments on social media.
- b. Keep all information related to the incident as private as possible. In order to protect the privacy of all parties, only speak with University officials who are facilitating the investigation.
- c. Although participation in the investigation may be optional, future membership in the group may be assessed on the student member's cooperation.
- d. Continued group recognition by the University may be impacted by a lack of cooperation by the group or by individual members.

Should a determination be made that grounds exist to believe a violation of the Student Code of Conduct occurred, any official notifications regarding meetings or hearings will be made to the identified leader(s) and advisor(s) of the involved group or organization. If a determination is made that any violation(s) were made by specific individuals and were not of a group nature or dynamic, only the students directly involved will be notified.

Administrative Conduct Meeting

When the Chief Conduct Officer has reviewed an allegation of misconduct and has determined that there are sufficient grounds to substantiate a violation of the Student Code of Conduct, the matter will be assigned to an adjudicator. For incidents that do not involve allegations of sexual misconduct, the matter may be adjudicated by the Chief Conduct Officer, or by Residence Life staff in the case of some first time and minor offenses.

As the first step in the conduct process, a preliminary meeting will be held to meet with the accused student or group to review reported details, address questions about process, and discuss their personal level of responsibility. In addition, the accused student will have the opportunity to accept responsibility for the alleged violation(s). Students will be apprised of the expected range of sanctions possible for the listed violations. If the student accepts responsibility and the sanctions for the Student Code of Conduct violation(s), no formal hearing will occur.

The general process relating to preliminary meetings is as follows:

1. The respondent(s) will be sent via campus e-mail a notice which includes the following:
 - a. The date, time and location of the Administrative Conduct Preliminary Meeting. The student will be given reasonable advance notice* (typically three to five

days) of when the hearing will be conducted to allow the student(s) to prepare a defense.

- b. Summary of the complaint and violations notifying the student of the alleged acts of misconduct including the approximate time, date and place of occurrence and the rule(s) of conduct alleged violated by the student(s) or group.
- c. Website link to the Student Code of Conduct.

** Incidents occurring at or near the end of any semester will be adjudicated within a time frame deemed reasonable by the Office of Community Conduct given the totality of the circumstances.*

2. At the meeting, the respondent(s) will be given the following options:
 - a. Waive their right to a hearing, accept responsibility for the violation(s), and accept the outcome (sanctions) from the hearing officer, or
 - b. Request a formal hearing to challenge the information presented.
3. Should a respondent fail to appear for a scheduled preliminary meeting, the hearing officer may review the information available, determine responsibility, assign sanctions, and resolve the case “in absentia.” It is the responsibility of the respondent to provide justification for the failure to appear within 24 hours of the scheduled time of the meeting. The resolution will be held in abeyance for that time, but the acceptance of any explanation of the absence lies with the assigned hearing officer and is final.

The scheduling of any administrative conduct meetings and hearings is at the discretion of the hearing officer and the Officer of Community Conduct, though it is expected that reasonable efforts will be made to schedule a time outside of the student’s class schedule.

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 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 (typically three to five days) 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 approximate time, date and place of occurrence and the rule(s) of conduct alleged violated by the student.
 - c. Tentative list of potential witnesses, should there be any.
 - d. Website link to the Student Code of Conduct.
4. 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.

5. 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.
6. Following the Administrative Conduct Hearing, the Chief Conduct Officer will decide whether the actions of the student constituted a violation the Student Code of Conduct. The decision will be based on a preponderance of the evidence standard.
7. 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.

Student Conduct Hearing Board Policy

The University has established a Student Conduct Hearing Board. Each Hearing Board consists of 3 faculty or staff members, and the Hearing Board Chair, who manages the hearing and does not vote in any findings decisions. The Hearing Board Chair for student conduct matters not involving allegations of sexual misconduct shall be the Dean of Students/Title IX Coordinator or designee, and the Chief Conduct Officer presents the case. In cases involving allegations of sexual misconduct, the Chief Conduct Officer shall serve as Hearing Board Chair while the Dean of Students/Title IX Coordinator presents. The Hearing Board members are selected by the Chief Conduct Officer.

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, Dean of Students 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, in the possession of the Office of Community Conduct. 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.

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. The Hearing Board Chairperson/Chief Conduct Officer does not vote during deliberation.

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 only after the Hearing Board has come to a determination for the sole purpose of determining the appropriate disciplinary penalty, not to establish if a violation occurred.

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 logged, and the Chief Conduct Officer will review and document the decision. While Student Conduct Hearing Board's determination that a violation occurred is a final decision, the Chief Conduct Officer and/or Dean of Students may modify the sanction(s) imposed in order to be in compliance with procedural justice. 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-five (25) days following the referral of the complaint to the Chief Conduct Officer.
2. The student will be sent via 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 the respondent for the presentation of witnesses and information at the hearing. The Chief Conduct Officer and the respondent will have the opportunity to submit written, physical and testimonial evidence and conduct reasonable questioning of witnesses through the Hearing Board Chair. 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 will be permitted to question each witness, and to inspect all documents and other information. Both the Chief Conduct Officer and the respondent may make closing statements.

Additional Procedures in Cases of 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. Upon completion of the Title IX investigation, a determination will be made by the Title IX Coordinator consistent with current Title IX guidelines as to whether the matter should be brought before a Hearing Board. If decided in the affirmative, 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 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, barring extenuating circumstances, which will be communicated to both parties.
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 right 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

Should a party choose 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 either the complainant or respondent, must deliver a written letter of appeal to the Chief Conduct Officer. The letter of appeal must set forth why the student(s) believes the decision or sanction should be overturned or modified, based on one or more of the grounds set forth below. The letter of appeal must be emailed, 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 via email.
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, or whether there were procedural irregularities that affected the outcome.
 - c. Whether the sanction is appropriate for the conduct violation.
 - d. Whether new information or evidence not considered at the time of the Administrative Conduct Hearing or Student Conduct Board Hearing has become available which could affect the outcome.
 - e. Whether any personnel involved in the decision-making process had a conflict of interest or bias which affected the outcome of the matter.
3. The appeal will be reviewed as follows:
 - a. If the original case was adjudicated by a Residence Director, the appeal will be reviewed by the Chief Conduct Officer.
 - b. If the original case was adjudicated by the Chief Conduct Officer, any appeal will be reviewed by the Dean of Students.
 - c. If the matter was adjudicated by Conduct Hearing Board, the appeal is reviewed by the Vice President for Student Affairs and Enrollment Management.
4. After review of the appeal, a determination will be made to:
 - a. uphold the decision;
 - b. alter the decision and/or sanction that has been imposed;
 - c. return the matter to the Office of Community Conduct for re-adjudication; or
 - d. overrule the decision and dismiss the case.

The appeal process grants a wide latitude to investigate any matter under appeal. The reviewer may request additional information and may have any documents submitted reviewed by third parties (e.g. University Health Services, University Legal Counsel, Counseling and Psychological Services, etc.) as part of the investigation process.

Appeal decisions will be rendered within ten (10) working days, unless justifiable circumstances make adherence to this time frame infeasible, in which case notification will be provided to that effect. The appeal decision is final.

Interim and Supportive Measures

Interim and supportive measures will be provided to students when appropriate through the Office of Community Conduct and the Office of the Dean of Students, who will work cooperatively with other University departments to:

- a. issue appropriate “no-contact” orders or otherwise place limitations on contact between parties.
- b. provide housing reassignments to parties as necessary and appropriate.
- c. allow for classroom reassignment for involved parties when necessary to limit contact, or allow class withdrawal without penalty.
- d. provide access to medical, counseling or academic resources within the resources of the University.
- e. provide safety escorts or make reasonable adjustments to parking and transportation.

Additional information regarding interim and supportive measures is available in the Sexual Discrimination and Misconduct Policy- Title IX Policy and Complaint Procedures (<http://www.mansfield.edu/hr/title-ix/>).

Interim Suspension or Interim Removals

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

1. 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.
2. 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.
3. 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.

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, the Dean of Students 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 additional information about confidential resources. <http://www.mansfield.edu/hr/title-ix/>.

Disciplinary Records

All students' disciplinary records are kept in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (the "Buckley Amendment"), 20 U.S.C. § 1232g. In accordance with these provisions, all disciplinary files are confidential and may only be accessed by the student, parents of dependent students (as defined by the Internal Revenue Service), by a person or agency possessing a waiver signed by the student waiving his/ her right to this protection and meeting the requirements for valid waivers under the "Buckley Amendment," or otherwise as required by law. This includes compliance with lawfully issued subpoenas and court orders. In such instances, Mansfield University will provide notification to the student of any requests and subsequent compliance.

Mansfield University maintains disciplinary records of students. These records are maintained by the Office of Community Conduct, separate from the student's official academic records. The University shall retain discipline records for seven years after incident providing they were in good standing with the University. Records involving expulsions are kept indefinitely. The University reserves the right to keep any records for a longer period of time. All records related to student group conduct will be kept in the student group's official file indefinitely and the group outcomes may be shared or published at the University's discretion.

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 Access to Student Records Policy, dated May 15, 2018, <https://www.mansfield.edu/policies-procedures/upload/Access-to-Student-Records-Policy-2.pdf>. Questions regarding privacy and confidentiality issues should be addressed to the Registrar's office.

Retaliation

Mansfield University prohibits retaliation against any University community member for filing a report, testifying, reporting or assisting or participating in any investigation of a complaint or allegation of misconduct under this Code. Any retaliatory behavior should be reported immediately to the Office of Community Conduct, the Dean of Students or the Human Resources Department. Any person, including third parties, who violates this retaliation policy, will be subject to discipline, up to and including termination if they are an employee, and/or expulsion if they are a student.

Code of Conduct Revisions and Updates

On occasion, it becomes necessary to revise or update portions of the Student Code of Conduct. In those instances, any changes are reviewed by the Dean of Students and the Vice President for Student Affairs and Enrollment Management, subject to final approval by the Mansfield University Office of the President. Notification of any changes made during the academic year are made to all students via email. It is the responsibility of students to review the Code at the start of each academic year for revisions and updates.

MANSFIELD UNIVERSITY

COUNCIL OF TRUSTEES MEETING

Wednesday, September 30, 2020
2:00 p.m.

North Manser

A G E N D A

I. MEETING CALLED TO ORDER

II. RECORDING OF ATTENDANCE

III. PUBLIC COMMENTS

IV. APPROVAL OF MINUTES

July 22, 2020 as identified in Exhibit A.

MOTION:

V. COMMITTEE REPORTS

A. Academic Affairs Report (Dr. Ulrich)

- Certificate Programs
 - Geographic Information Systems (sub-baccalaureate)
 - Occupational Safety (sub-baccalaureate)
 - Pre-Professional Medical Sciences (post-baccalaureate)
- Spring 2021 Instructional Planning
- Integration update

B. Finance and Administration Report (Mr. Garnier)

- Review of Purchases over \$5,000 (Exhibit B)

C. Student Affairs Report (Ms. Lindner)

- Enrollment Management Report

VI. OLD BUSINESS

VII. NEW BUSINESS

Emeritus Status

Based on the recommendations of the appropriate department, the Provost and 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:

Mr. John Mansfield, was a member in the Social Work Department from August 25, 2001 through January 23, 2018.

VIII. INFORMATION ITEMS – NO ACTION REQUIRED

Annual Physical Inspection of Facilities

In accordance with the recent approval of Act 50 adopted by the Board of Governors, the Mansfield University Council of Trustees will no longer be required to conduct the annual physical inspection of facilities.

IX. EDUCATIONAL FEATURE

X. REPORTS

President Charles Patterson

PACT

Student Government Association

XI. OTHER BUSINESS

XII. DATE OF NEXT MEETING

The next regular meeting of the Mansfield University Council of Trustees is on **Wednesday, November 18, 2020, 2:00 p.m. via zoom meeting.**

XIII. ADJOURNMENT

MANSFIELD UNIVERSITY

COUNCIL OF TRUSTEES MEETING

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

North Hall 6th Floor Community Room via Zoom Conference

Minutes

I. MEETING CALLED TO ORDER

Chairman Kilmer called the meeting to order at 2:00 p.m.

FOR THE RECORD: in accordance with the Sunshine Law, this meeting was advertised in the *Wellsboro Gazette* on July 9, 2020.

II. RECORDING OF ATTENDANCE

The following Trustees attended:

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

The following Trustees were not in attendance:

Members of the University staff who attended are as follows:

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

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

Others in Attendance:

None

III. PUBLIC COMMENTS

Chair Kilmer asked for public comments and there were none.

IV. APPROVAL OF MINUTES

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

V. COMMITTEE REPORTS

A. Academic Affairs Report (Dr. Ulrich)

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

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

B. Finance and Administration Report (Mr. Garnier)

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

- Review of Purchases over \$5,000
- Mansfield Fire and Ambulance Association Payments
- Certifying Resolution for Appointing Interim and Chief Executive Officers for 2020-2021
- Budget to Actual Comparison

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

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

Approval of the Mansfield Fire and Ambulance Association Payments

Upon the recommendation of the Vice President for Finance and Administration and the President, **a motion was made by Mr. Patrick Henderson seconded by Dr. Robert Strohecker and unanimously carried to approve the Mansfield Fire and Ambulance Association Payment**, as identified in Exhibit C.

Certifying Resolution: Appointing Interim and Chief Executive Officers

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

C. Student Affairs Report (Ms. Lindner)

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

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

D. Mansfield Foundation (Mr. Guidi)

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

VI. OLD BUSINESS

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

VII. NEW BUSINESS

Election of Officers

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

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

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

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

VIII. INFORMATION ITEMS – NO ACTION REQUIRED

IX. EDUCATIONAL FEATURE

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

X. REPORTS

President Charles Patterson

President Patterson provided the following report:

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

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

PACT (K. Russell)

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

Student Government Association (A. Mastroianni)

- No report provided.

XI. OTHER BUSINESS

XII. DATE OF NEXT MEETING

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

XIII. ADJOURNMENT

The meeting was adjourned at 2:20 pm.

Respectfully Submitted,

Jill L. Scott

Jill L. Scott

Mansfield University
Council of Trustees
Summary of Purchases
June 16, 2020 - August 15, 2020

SUMMARY OF ALL PURCHASES & CONTRACTS

Total Purchases over (>=) \$5,000 from June 16, 2020 - August 15, 2020	\$ 1,360,333.13
Total Purchases under (<) \$5,000 from June 16, 2020 - August 15, 2020	\$ 113,097.56
SUB-TOTAL	\$ 1,473,430.69

CREDIT CARD PURCHASES

June 16, 2020 - August 15, 2020	\$ 109,230.94
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GRAND TOTAL \$ 1,582,661.63

Mansfield University
 Council of Trustees
 Purchases Equal to and Over \$5,000
 June 16, 2020 - August 15, 2020

Vendor	PO Number	Vendor-Name	Item Description	PO Date	PO Amount
1082488	4500626186	BIGSIGNS.COM	POLE BANNERS/BRACKETS	6/25/2020	\$ 5,046.00
1045637	4500625951	BEAGLE MEDIA. LLC	1/2 PAGE ADVERTISEMENT - MOUNTAIN HOME	6/22/2020	\$ 5,700.00
1091922	4500628736	TOBEY-KARG SALES	HVAC EQUIPMENT(COMPRESSORS)- RESIDENCE HALLS	8/4/2020	\$ 5,812.29
1116094	4000060665	INTERNATIONAL DESIGNS	ALUMINUM EXTRUSIONS, CONNECTORS, BARRIERS	7/14/2020	\$ 5,915.84
1072690	4500629186	COLLEGE BOUND SELECTION SVC	SEARCH AND SENIOR SEARCH	8/11/2020	\$ 6,000.00
1115607	4500627336	BEVERLY HILLS TEDDY BEAR CO.	PRODUCE MANSFIELD MOUNTIE FROM PROTOTYPE	7/15/2020	\$ 6,210.00
1106748	4000060495	WHEELER ASSESSMENT & CONSULTIN, LLC	POLICE ACADEMY INSTRUCTIONAL HOURS	6/22/2020	\$ 7,200.00
1024846	4500628737	GOV CONNECTION INC	100 WEBCAMS	8/4/2020	\$ 7,535.00
1059943	4000060580	HELP ME HARLAN PRODUCTIONS	THE NAKED ROOMMATE: AND EVERYTHING ELSE	7/1/2020	\$ 7,900.00
1082014	4500628182	B&H PHOTO VIDEO PRO AUDIO	MUSIC DEPT. MEDIA EQUIPMENT-3 ZOOM CAMERAS	7/27/2020	\$ 7,965.75
1110470	3900010829	NELSON & STREETER CONSTRUCTION CO I	MISC. CAMPUS-WIDE PATCHING	7/14/2020	\$ 8,286.00
1063395	4500626272	TOPP BUSINESS SOLUTIONS	LASERFICHE CLOUD-1YR JULY 2020/2021	6/26/2020	\$ 9,096.00
1099691	4500627455	COPLAC	COPLAC DUES 7/1/20 TO 6/30/21	7/16/2020	\$ 9,500.00
1111980	4500626977	SMARTEVALS LLC	7/1/20 TO 6/30/21 ONLINE CRSE EVALUATION	7/9/2020	\$ 9,995.00
1082014	4500628184	B&H PHOTO VIDEO PRO AUDIO	MUSIC DEPT. MEDIA-STREAMING CONTROLLER	7/27/2020	\$ 9,996.43
1082014	4500628739	B&H PHOTO VIDEO PRO AUDIO	2 - VIDEO PRODUCTION SYSTEMS/10 - ENCODERS	8/4/2020	\$ 9,999.90
1109535	4000060740	PHOTOSHELTER INC	FEES W/PACKAGED CONFIGURATION SOFTWARE & TOOLS	7/22/2020	\$ 10,799.00
1008464	4500625914	MIDDLE STATES COMMISSION	MIDDLE STATES DUES-7/1/20-6/30/21	6/22/2020	\$ 12,857.00
1095448	4500629043	RENT A TENT	3 - 20' X 30' WHITE OUTDOOR TENTS W/STAKES	8/7/2020	\$ 12,861.36
1026111	4500628784	NRCCUA	SEARCH AND SENIOR SEARCH	8/5/2020	\$ 13,000.00
1006703	4500627453	JOHN SAVOY & SON, INC.	100 MATTRESSES 3680-REST	7/16/2020	\$ 15,810.77
1092610	4500627258	WEBPAGEFX	WEBFX - SEO MONTHLY OPTIMIZATION	7/14/2020	\$ 21,200.00
1026205	4500627860	PSAC	PSAC MEMBERSHIP DUES 2020-2021	7/22/2020	\$ 22,000.00
1068288	4500625834	OTIS ELEVATOR CO	ELEVATOR SERVICE & MAINT-07/01/20-09/30/20	6/18/2020	\$ 27,986.76
1074992	4500628782	COLLEGE BOARD	SEARCH AND SENIOR SEARCH	8/5/2020	\$ 28,000.00
1103141	4500629027	CSC, INC	PHASE I & II WASHERS AND DRYERS RENTAL	8/7/2020	\$ 28,080.00
1052365	4500629281	POWERHOUSE EQUIP & ENG CO INC	ON-LINE RENTAL OF TRANSPORTABLE BOILER S	8/12/2020	\$ 43,255.00
1001512	4500625827	TRANSACT CAMPUS INC	ONE CARD/RES LIFE/STDT PARKING IMPROVEMENT	6/18/2020	\$ 45,111.00
1007501	4500628105	LERRO CORPORATION	AW-HN38HWPJ	7/24/2020	\$ 137,253.23
1027180	SP00020322	BENEDICTS BUS SERVICE	BUS SERVICE-ALL SPORTS	6/22/2020	\$ 168,123.80
1109328	4000060503	EAB GLOBAL, INC.	MANSFIELD SELECT APPLICATION CAMPAIGN	6/23/2020	\$ 651,837.00
					\$ 1,360,333.13

MANSFIELD UNIVERSITY

COUNCIL OF TRUSTEES MEETING

Wednesday, November 18, 2020
2:00 p.m.
North Manser and Web Conferencing

A G E N D A

I. MEETING CALLED TO ORDER

II. RECORDING OF ATTENDANCE

III. PUBLIC COMMENTS

IV. APPROVAL OF MINUTES

September 30, 2020 as identified in Exhibit A.

MOTION:

V. COMMITTEE REPORTS

A. Academic Affairs Report (Dr. Ulrich)

- Faculty Complement
- Integration: Academic Affairs

B. Finance and Administration Report (Mr. Garnier)

- Review of Purchases over \$5,000 (Exhibit B)
- Approval of Auditor's Report
- External Financial Support
- Annual Certifying Resolution of Affiliated Entities (Exhibit C)
- Fees Schedule

C. Student Affairs Report (Ms. Lindner)

- Enrollment Management Report
- Housing Report

VI. OLD BUSINESS

VII. NEW BUSINESS

Emeritus Status

Based on the recommendations of the appropriate department, the Provost and 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:

Dr. David Solan, was a member in the Business Administration, Mathematics, Computer Science and Information Systems Department from August 16, 1986 through August 14, 2020.

VIII. INFORMATION ITEMS – NO ACTION REQUIRED

IX. EDUCATIONAL FEATURE

Academic Affairs: Presentation on Accreditation Process

X. REPORTS

President Charles Patterson

PACT

Student Government Association

XI. OTHER BUSINESS

XII. DATE OF NEXT MEETING

The Mansfield University Council of Trustees scheduled retreat will be January 20, 2021. (Non-Public Meeting)

The next regular meeting of the Mansfield University Council of Trustees is on **Wednesday, March 24, 2021, 2:00 p.m. via zoom meeting.**

XIII. ADJOURNMENT

MANSFIELD UNIVERSITY
COUNCIL OF TRUSTEES MEETING
Wednesday, September 30, 2020
2:00 p.m.
North Manser and Web Conferencing
Minutes

I. MEETING CALLED TO ORDER

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

FOR THE RECORD: in accordance with the Sunshine Law, this meeting was advertised in the *Wellsboro Gazette* on September 17, 2020.

II. RECORDING OF ATTENDANCE

The following Trustees attended:

Ms. Susan Kefover, Member
Ms. Bobbi Kilmer, Chairperson
Mr. Ralph H. Meyer, Member
Ms. Karen J. Russell, Member
Dr. Robert D. Strohecker, Member
Mr. Patrick Henderson, Secretary
Mr. Aaron K. Singer, Member
Mr. Max Gannon, Member
Ms. Sarah Hart, Member (executive session)

The following Trustees were not in attendance:

Mr. Steven Crawford, Vice Chairman
Mr. Bruce L. Vickery, Member

Members of the University staff who attended are as follows:

Charles E. Patterson, PhD, President
Dr. John Ulrich, Provost and Vice President for Academic Affairs
Mr. Phillip Swank, Chief of Staff
Ms. JoEllen Lindner, Interim VP Student Affairs and Enrollment Management
Mr. Todd Garnier, Vice President of Finance and Administration
Mr. Nicholas Andre, Director of Campus Technologies
Ms. Jill L. Scott, Secretary to the Council of Trustees
Ms. Judith Brayer, SCUPA Representative
Dr. Jonathan Rothermel, University Senate
Mr. Anthony Mastroianni, SGA, President
Mr. Brian Loher, APSCUF President
Mr. Ryan McNamara Director, Marketing & Communications

Others in Attendance:

Ms. Lauren Goodwin, University of Pennsylvania

III. PUBLIC COMMENTS

Chair Kilmer asked for public comments and there were none.

IV. APPROVAL OF MINUTES

A motion was made by **Mr. Ralph H. Meyer** seconded by **Mr. Max Gannon** and unanimously carried to approve the minutes of **July 22, 2020** as identified in Exhibit A.

V. COMMITTEE REPORTS

A. Academic Affairs Report (Ulrich)

Dr. John Ulrich discussed the following:

- Certificate Programs
 - Geographic Information Systems (sub-baccalaureate)
 - Occupational Safety (sub-baccalaureate)
 - Pre-Professional Medical Sciences (post-baccalaureate)

Dr. Ulrich provided the Trustees with an update on our ability to create certificates and non-degree credentials within our original degree offerings due to a recent follow-up with Middle-States. This adjustment will allow the ability to offer certifications without submission of curricular or substantive changes since programs at higher degree levels have already been approved.

- Spring 2021 Instructional Planning

Dr. Ulrich provided the Trustees with an update that our spring 2021 course schedule is now available for viewing to enable course planning. Our schedule will be similar to our fall semester offerings with most face to face courses being labs, music and natural sciences. Adjustment has been made to our academic calendar with a delayed starting date and no spring break. Registration begins mid-October.

- Integration update

Dr. Ulrich provided the Trustees with an update on our current Integration with Bloomsburg and Lock Haven University. Our teams are participating in several workshops with Deloitte Consulting Firm with broad discussions for planning and structure. Once approved by the Board of Governors this will be moving forward with shift in working groups being formed at campus level.

B. Finance and Administration Report (Mr. Garnier)

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

- Review of Purchases over \$5,000

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

Upon the recommendation of the Vice President for Finance and Administration and the President, a motion was made by **Mr. Patrick Henderson**, seconded by **Dr. Robert D. Strohecker** and unanimously carried to approve purchase orders of \$5,000 or more for the period of June 16, 2020 through August 15, 2020 for a total of **\$1,360,333** as identified in Exhibit B.

C. Student Affairs (Ms. Lindner)

Ms. Lindner the Interim Vice President of Student Affairs and Enrollment Management provided the following update to the Trustees, our fall enrollments were up by 8% with a slight decrease in new students of 5% but overall it was positive. Our housing numbers were very positive at the onset with students anxious to return to campus living and a predicted 80% level of housing capacity. Due to the required reduction in housing numbers to adjust for health and safety measures we currently have 470 student residing in the residence halls. Recruitment has also been affected by the pandemic so adjustments have been made with use of virtual visit day, other avenues for positive impact is delivery of accepted student packets directly to local students by an Admissions Counselor and our Mountie, this has provided some positive buzz for the university.

VI. OLD BUSINESS

No old business

VII. NEW BUSINESS

Emeritus Status

Based on the recommendations of the appropriate department, the Provost and 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:

Mr. John Mansfield, was a member in the Social Work Department from August 25, 2001 through January 23, 2018.

Upon the recommendation of the Provost and Vice President for Academic Affairs, and in compliance with a poll of the senior faculty, the President recommends that emeritus status be granted, a motion was made by **Ms. Susan Kefover**, seconded by **Mr. Ralph H. Meyer** and unanimously carried to approve emeritus status.

VIII. INFORMATION ITEMS – NO ACTION REQUIRED

Annual Physical Inspection of Facilities

In accordance with the recent approval of Act 50 adopted by the Board of Governors, the Mansfield University Council of Trustees will no longer be required to conduct the annual physical inspection of facilities.

IX. EDUCATIONAL FEATURE

None provided.

X. REPORTS

President, Charles Patterson

President Patterson updated the Trustees on current planning with integrations, pandemic mitigations and a detailed overview of the financial sustainability plans to gain a balanced budget by 2022-2023.

PACT, Trustee Karen Russell

Ms. Russell announced the upcoming PACT conference for our campus will be held virtually on Thursday, October 22, 2020. Agenda and meeting logistics to be shared as completed.

SGA President, Anthony Mastroianni

SGA President, Anthony Mastroianni reported he is working to expand events on campus to engage students. Possible activities include live entertainment during meals, more outdoor movie venues and proposing a town hall forum. Membership has a strong base with continued outreach to students both on and off campus to remain connected during this time.

Senate:

APSCUF:

SCUPA

XI. OTHER BUSINESS

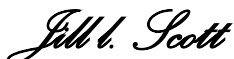
XII. DATE OF NEXT MEETING

The next regular meeting of the Mansfield University Council of Trustees is on **Wednesday, November 18, 2020, 2:00 p.m. via zoom meeting.**

XIII. ADJOURNMENT

The meeting was adjourned at 2:35 p.m.

Respectfully Submitted,



Jill L. Scott

Mansfield University
Council of Trustees
Summary of Purchases
August 16, 2020 - October 15, 2020

SUMMARY OF ALL PURCHASES & CONTRACTS

Total Purchases over (>=) \$5,000 from August 16, 2020 - October 15, 2020	\$ 542,291.48
Total Purchases under (<) \$5,000 from August 16, 2020 - October 15, 2020	\$ 109,556.80
SUB-TOTAL	\$ 651,848.28

CREDIT CARD PURCHASES

August 16, 2020 - October 15, 2020	\$ 102,410.02
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GRAND TOTAL \$ 754,258.30

Mansfield University
 Council of Trustees
 Purchases Equal to and Over \$5,000
 August 16, 2020 - October 15, 2020

Vendor	PO Number	Vendor-Name	Item Description	PO Date	PO Amount
1084056	4500632683	SANICO	CUSTODIAL SUPPLIES	10/9/2020	\$ 5,065.29
1007397	4500630663	LAWN & GOLF SUPPLY CO	VENTRAC TURBINE BLOWER	9/1/2020	\$ 5,231.85
1027045	4500631473	I D BOOTH INC	100 GAL HOT WATER HEATER	9/17/2020	\$ 5,658.49
1099670	4500631447	NPF SPORTS	FOOTBALL BROADCASTS (80)	9/17/2020	\$ 6,000.00
1084555	4500629892	BAYARD PRINTING GROUP	MU MAILERS - QUOTE BP0081720	8/20/2020	\$ 6,229.05
1091533	4500632469	SIDEARM SPORTS	SIDEARM ATHLETIC WEB MANAGEMENT 20-21	10/6/2020	\$ 7,050.00
1113238	4500630544	WATSON DIESEL INC.	INSTALL LINER & UNDER TAILGATE SPREADER	8/31/2020	\$ 7,950.00
1027213	4500631399	ENTERPRISE RENT-A-CAR	ENTERPRISE - CALVIN MAYO	9/16/2020	\$ 8,000.00
1087180	4000061173	DRAPER SUPPLY	FUSE PIPE FOR GAS LINE	9/17/2020	\$ 9,000.00
1113452	4000061062	CCSI, INC.	INSTALL AUTOFLAME MK8 MM & TEST(BOILER)	9/3/2020	\$ 9,785.00
1116337	4500631254	LEE SUPPLY CO., INC.	PIPES	9/14/2020	\$ 11,226.80
1014875	4500632218	ELLUCIAN SUPPORT INC.	INTELLIGENT LEARNING PLATFORM ENTERPRISE	10/1/2020	\$ 12,800.00
1072297	4500630581	NEXSTAR BROADCASTING INC	MEDIA ADVERTISING	8/31/2020	\$ 16,000.00
1110470	3900010939	NELSON & STREETER CONSTRUCTION CO I	PATCHING AND PAVING	9/23/2020	\$ 18,640.00
1116145	4000060961	LABSTER INC	LABSTER LICENSE 8/24/20 TO 8/23/21	8/21/2020	\$ 20,000.00
1077134	4500632214	REGISTRY FOR COLLEGE AND	INTERIM DEAN OF STUDENTS FEE S KANE	10/1/2020	\$ 27,500.00
1021634	4000061234	LAMAR COMPANIES	ADVERTISING: AUG-MAY	9/23/2020	\$ 30,100.00
1021597	4500630207	INTEGRA BUSINESS CENTER	TECHNOLOGY EQUIPMENT/SUPPLIES	8/25/2020	\$ 33,225.00
1116444	4500632051	THYSSENKRUPP ELEVATOR CORPORATION	ELEVATOR CONTRACT	9/28/2020	\$ 46,675.00
1026913	4500631324	GUTHRIE CLINIC	GUTHRIE-CAMPUS HEALTH CLINIC FY 20/21	9/15/2020	\$ 125,355.00
1116349	4000061170	VITAGENE INC.	COVID TESTING-SALIVA TEST KITS FALL	9/17/2020	\$ 130,800.00
					\$ 542,291.48

CERTIFYING RESOLUTION
BOARD OF GOVERNORS POLICY 1985-04-A
UNIVERSITY EXTERNAL FINANCIAL SUPPORT

WHEREAS, Board of Governors Policy 1985-04-A, University External Financial Support, permits institutions to establish relationships with various affiliated organizations provided the institutions comply with certain criteria;

WHEREAS, Mansfield University of Pennsylvania has entered into a written Memorandum of Understanding with College Community Services, Inc. (CCSI) in accordance with the Board of Governors Policy 1985-04-A;

WHEREAS, the attached statement, provided by the Vice President for Finance and Administration, summarizes direct support provided by Mansfield University of Pennsylvania to CCSI and contributions made by CCSI to Mansfield University of Pennsylvania for the fiscal year ending June 30, 2020;

THEREFORE, BE IT RESOLVED, that the Council of Trustees certifies Mansfield University of Pennsylvania to be in compliance with Board of Governors Policy 1985-04-A.

Approved this 18th day of November 2020.

Bobbi Kilmer, Chairperson
Mansfield University of Pennsylvania
Council of Trustees

November 18, 2020

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 FY20 audited financial statements of CCSI, the following program expenses were provided by CCSI for the benefit of the University:

	<u>FY 2020</u>	<u>FY 2019</u>
Scholarships	\$ 1,950	\$ 9,101
Donations	206,515	301,866
Capital and equipment	12,529	0
Travel	<u>9,329</u>	<u>5,024</u>
Total Program Expenses	<u>\$230,323</u>	<u>\$315,991</u>

Submitted by: _____
Todd Garnier
Vice President for
Finance and Administration

Date: _____