MANSFIELD UNIVERSITY
Mansfield, Pennsylvania

Wednesday, March 25, 2009
6th Floor Community Room, North Hall
11:00 a.m.

COUNCIL OF TRUSTEES

MINUTES

I. MEETING CALLED TO ORDER

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

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

II. RECORDING OF ATTENDANCE

The following Trustees were in attendance:

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

The following Trustees were not in attendance:

Ms. Carol J. Tama, Member
II. RECORDING OF ATTENDANCE (Continued)

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

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

Others in Attendance:
Ms. Shantee Proctor, President, Student Government Association
Ms. Kate Plaska, Student

III. PUBLIC COMMENTS

Chairman Meyer invited public comments. No comments were received.

IV. APPROVAL OF MINUTES

November 19, 2008 (Exhibit A)

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

A. Academic Affairs Report

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

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

B. Finance and Administration Report

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

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

Approval of Purchase Orders of $10,000 or more

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

Approval of Purchase Orders less than $10,000

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

Approval of the Resolution Certifying Direct Financial Support

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

B. Finance and Administration Report (continued)

Approval of Auditor’s Report

Upon the recommendation of the Vice President for Finance and Administration and the President, a motion was made by Mr. Litchfield, seconded by Mr. Browning, and unanimously carried to approve the independent auditor’s report for the fiscal year ending June 30, 2008.

C. Human Resources Report

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

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

D. Leadership Institute Report

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

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

E. Student Affairs/Residence Life Report

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

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

E. Student Affairs/Residence Life Report (continued)

Approval of Judicial and Academic Due Process Procedures

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

F. University Advancement Report

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

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

VI. OLD BUSINESS

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

VII. NEW BUSINESS

Strategic Plan Implementation Team Report

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

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

VIII. INFORMATION ITEMS

No items discussed.
IX. EDUCATIONAL FEATURE – Mountaineer Leadership Presentation

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

X. REPORTS

Student Government Association (SGA)

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

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

PACT

Mr. Meyer gave the information about the PACT conference:
- The next conference will be held April 1-3, 2009 in Harrisburg;
- The conference is in conjunction with PASSHE’s 25th anniversary celebration.

President Maravene Loeschke

Dr. Loeschke noted the following:

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

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

XII. DATE OF NEXT MEETING

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

XIII. ADJOURNMENT

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

Respectfully Submitted,

Anne M. LaVancher
Recording Secretary
MANSFIELD UNIVERSITY
Mansfield, Pennsylvania

Wednesday, November 19, 2008
6th Floor Community Room, North Hall
5:00 p.m.

COUNCIL OF TRUSTEES

MINUTES

I. MEETING CALLED TO ORDER

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

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

II. RECORDING OF ATTENDANCE

The following Trustees were in attendance:

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

The following Trustees were not in attendance:

Mr. Thomas A. Browning, Member
Mr. Craig G. Litchfield, Member
Ms. Carol J. Tama, Member
II. RECORDING OF ATTENDANCE (Continued)

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

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

Others in attendance:
Ms. Cheryl Clarke, Williamsport Sun-Gazette

III. PUBLIC COMMENTS

Chairman Meyer invited public comments.

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

IV. APPROVAL OF MINUTES

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

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

A. Academic Affairs

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

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

Approval of PDE Changes

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

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

B. Finance and Administration Committee

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

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

Approval of Purchase Orders of $10,000 or more

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

Approval of Recurring Contracts of $10,000 or more

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

B. Finance and Administration Committee (continued)

Approval of Purchase Orders $10,000 or more

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

Approval of Purchase Orders less than $10,000

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

Approval of Recurring Contract less than $10,000

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

Approval of Purchase Orders less than $10,000

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

Approval of Mansfield Fire Department and Ambulance Association Payments

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

Mr. Meyer noted that Mansfield University is very grateful for the services provided by the Mansfield Fire and Ambulance Associations.
V. COMMITTEE REPORTS (continued)

C. Human Resources Report

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

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

D. Leadership Institute Report

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

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

E. Student Affairs Report

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

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

F. University Advancement Committee

No report provided.

VI. OLD BUSINESS

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

VII. NEW BUSINESS

No items discussed.

VIII. INFORMATION ITEMS

No items discussed.

IX. EDUCATIONAL FEATURE – Entrepreneurship at Mansfield University

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

X. REPORTS

Student Government Association (SGA)

No report provided.

PACT

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

The spring conference will be in Harrisburg and will be scheduled in conjunction with the PASSHE 25th anniversary celebration.
X. REPORTS (continued)

President Maravene Loeschke

Dr. Loeschke noted the following:

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

XI. OTHER BUSINESS

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

XII. DATE OF NEXT MEETING

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

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

XIII. ADJOURNMENT

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

Respectfully Submitted,

Anne M. LaVancher
Recording Secretary
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## PURCHASES UNDER $10,000 BETWEEN OCTOBER 16, 2008 THROUGH JANUARY 15, 2009

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

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

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<th>VENDOR NAME</th>
<th>VENDOR NUMBER</th>
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## MANSFIELD UNIVERSITY OF PENNSYLVANIA
### COUNCIL OF TRUSTEES REPORT
#### PURCHASES UNDER $10,000
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### Purchases Under $10,000 Between October 16, 2008 Through January 15, 2009

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Vendor Number</th>
<th>PO Number</th>
<th>PO Date</th>
<th>Amount</th>
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<tbody>
<tr>
<td>WNBT</td>
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<td>4500226379</td>
<td>12/12/2008</td>
<td>$109.50</td>
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<td>WSKG PUB TV &amp; RADIO</td>
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<td>WSKZ MEDIA</td>
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**Sub-total** $239,537.83

### Use of Various Purchasing Cards by Various Departments for Purchases Under $10,000

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
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<tr>
<td>October</td>
<td>$103,702.06</td>
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<tr>
<td>November</td>
<td>$96,289.56</td>
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<tr>
<td>December</td>
<td>$43,389.93</td>
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**Credit Card Total** $243,381.55

### Uncumbered Purchases by Various Departments - Employee Reimbursements for Items Purchased

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous Advertisements</td>
<td>$5,810.34</td>
</tr>
<tr>
<td>Library Books &amp; Subscriptions</td>
<td>$54,546.73</td>
</tr>
<tr>
<td>SODEXHO (Food Service) Expenses for Receptions</td>
<td>$32,574.35</td>
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<tr>
<td>EXON Gas Cards (Fleet Vehicles)</td>
<td>$4,899.91</td>
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<tr>
<td>Co-Operating Teachers Stipends</td>
<td>$30,237.04</td>
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</tbody>
</table>

**Uncumbered Total** $162,040.86

**Grand Total** $644,960.24
CERTIFYING RESOLUTION
BOARD OF GOVERNORS POLICY 1985-06
UNIVERSITY EXTERNAL FINANCIAL SUPPORT

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

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

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

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

Approved this 25th day of March 2009

________________________________________
Ralph H. Meyer, Chairperson
Mansfield University of Pennsylvania
Council of Trustees
February 10, 2009

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

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

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

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

<table>
<thead>
<tr>
<th></th>
<th>FY 2007-08</th>
<th>FY 2006-07</th>
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<tbody>
<tr>
<td>Scholarships</td>
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<tr>
<td>Donations</td>
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<tr>
<td>Capital and equipment</td>
<td>14,186</td>
<td>29,359</td>
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<tr>
<td>Supplies</td>
<td>46,954</td>
<td>60,285</td>
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<td>Printing</td>
<td>17,061</td>
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<td>Travel</td>
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<td>18,790</td>
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<tr>
<td>Meals and refreshments</td>
<td>34,029</td>
<td>31,120</td>
</tr>
<tr>
<td>Other program expenses</td>
<td>28,474</td>
<td>33,713</td>
</tr>
<tr>
<td><strong>Total Program Expenses</strong></td>
<td><strong>$ 919,491</strong></td>
<td><strong>$711,303</strong></td>
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</table>

Submitted by: ____________________________ Date: ______________

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

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

The following areas were specifically reviewed:

Campus interior walkway project  
Grant Science remodel  
Allen Hall construction site

________________________________________

Ralph H. Meyer, Chairperson  
Mansfield University of Pennsylvania  
Council of Trustees
NOTE TO TRUSTEES:

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

STUDENT CONDUCT

Rationale for Discipline

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

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

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

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

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

Conduct Regulations

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

1. Academic misconduct including all forms of cheating and plagiarism. Academic misconduct includes, but is not limited to, providing or receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation including papers, projects and examinations; and presenting, as
one’s own, the idea or works of another person or persons for academic evaluation without proper knowledge.

Transferred to the new academic misconduct process.

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

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

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

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

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

1. No member of a hearing committee who is otherwise interested in the particular case shall sit in judgment during the proceeding.
2. You shall be informed in writing of the reasons for the proposed disciplinary action with particularity, and in sufficient time to insure opportunity to prepare for the hearing.

3. When you are appearing before a University hearing board you shall have the right to be assisted in your defense by an advisor of your choice.

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

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

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

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

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

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

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

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

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

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

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

Selection of Hearing Board Members
Student members of both hearing boards shall be appointed by Student Government.

Faculty members shall be appointed by the Faculty Senate.

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

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

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

RULES OF PROCEDURE FOR HEARING BOARDS:
Notice Pertaining to the Complaint
In any action or proceeding before the hearing board, notice must be given to the party against whom such action or proceeding is brought. Notice must be given in the form of a written complaint signed or forwarded
electronically to the Assistant Director of Residence Life by the complaining party which shall specify in complete form:
A. The approximate time, place, date, and identification of conduct or violation of the University rules specified in the complaint.
B. All the facts necessary and relevant to enable the party complained of to be informed of the charge against him/her.

Upon receipt of the said complaint, the Assistant Director of Residence Life will forward to the party(s) against whom such action or proceeding is brought the following:
A. Notice must be given of the rights of any party before the hearing board convenes.
B. Written notice of the time, date, and location of the hearing to be held on any complaint shall be given concurrently with the notice required by Paragraph 1 of this section Notice Pertaining to the Complaint on either a separate form/email or on the face in the body of the complaint. Such notice shall also contain notice that the person being charged need not be present at the hearing. If not present, the board, following established procedures, may conduct the hearing in the charged person’s absence.

Service
In any action or proceeding before the Hearing Board or process to be held, service of notice will be effected by
1. electronic delivery to university email address
2. registered mail (with return receipt requested), or
3. upon the person(s) directly.
   (NOTE: The University has formalized the institutional email address as a formal mode of communication of formal correspondence. This provides a more rapid response to the resolution desired by all parties.)

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

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

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

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

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

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

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

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

9. The chairperson of the hearing board shall be responsible for maintaining order and room decorum.

10. Any person who commits an action in the presence of the hearing board, which interrupts the proceedings of the board, and any person who refuses to comply with a reasonable order of the board, can, at the request of the chairperson, be removed from the hearing room and may themselves face discipline charges.

11. Meetings of the hearing boards shall be closed.

Decision
1. After the presentation of the evidence, the members of the hearing boards shall request the withdrawal of all parties, at which time the hearing board shall make its decision.

2. After a decision is reached, it shall be read to the party complained of and the party bringing the complaint.

3. If the party is found in violation, arguments may be made relative to sentence. The board may ask for information about any prior offenses committed by the accused. The hearing board shall request again the withdrawal of all parties and then determine a sentence. The sentence shall be read to all parties. The person complained of shall be informed of the right of appeal to the University Appeals Board. A written/electronic copy which details the facts for related to the decision shall be sent to all parties.

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

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

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

Procedure for Filing a Request for Consideration
1. Making a request. Any party as defined in the section “Request for Reconsideration” may make a request for reconsideration by filing a written appeal with the office of the Associate Director of Residence Life, who shall acknowledge receipt of such request on a written form. If the ADRL feels the request for reconsideration has merit, he/she shall notify the University Appeals Board that a valid request for reconsideration has been filed. Reasons for appealing a decision shall be limited to procedural errors in the original hearing or new information. If the ADRL believes the request for reconsideration is without merit, he/she will deny the request in writing. The person(s) making the request for reconsideration can appeal the ADRL’s decision to the Associate Vice President of Residence Life within 48 hours.

2. Time. No request for reconsideration shall be heard by the University Appeals Board unless the written request is filed within forty-eight (48) hours (weekends and University holidays not included), after a decision has been handed down by the University Hearing Board, or unless an excuse deemed sufficient by the ADRL for failure to file is presented.

3. Upon receipt of a request by the ADRL to review a request for reconsideration, the University Appeals Board shall send notice to the University Hearing Board/officer to produce the record of the matter (See Records). If the hearing board fails to produce said record, the appellate board shall either dismiss the original complaint or grant a rehearing in its entirety.
4. Discretion to Hear Appeal. The University Appeals Board shall meet within seven (7) days after the notice is received from the ADRL. After reviewing the request for reconsideration and the written records or audiotapes of the original hearing, the University Appeals Board may choose to:
   a. Deny the request for reconsideration.
   b. Grant a request for reconsideration hearing only on information relative to procedural errors or new evidence.
   c. Conduct a new, complete hearing.

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

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

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

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

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

Records
1. Only hearing boards/hearing officers have the right to maintain written records or audio tape recordings.
2. In any hearing or proceeding before a hearing board, either an audiotape or a summary record noting all pertinent matters (names of witnesses, objections and rulings) will be made.

3. The records of the hearing board shall not be public records. They shall only be read by authorized persons designated by the Associate Vice President of Residence Life. All matters therein contained shall be regarded as confidential. It shall be grounds for removal of any board member who reveals any matter in any record.

4. All records shall be retained for a reasonable amount of time, not to exceed two years.

5. All records shall be kept in an area designated by the office of the Associate Vice President of Residence Life.

6. The costs of making copies of records shall be paid by the defendant if copies are requested.

(NOTE: NEW ACADEMIC PROCESS)

**Academic Standards: Review Board Policy –**

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

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

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

A. A student who has received a first dismissal letter may make an appeal before the Dismissal Hearing Board. All letters of dismissal are prepared by the Academic Advising Center and sent over the signature of the Dean (or Provost Designee). The letters shall provide sufficient instructions for students who wish to make an appeal. Decisions of the Dismissal Hearing Board are final.

B. Students who have been dismissed for a second time do not have the right to appeal to the Dismissal Hearing Board but may appeal to the Dean (or Provost Designee), whose decision shall be final.

C. The Dismissal Hearing Board shall be constituted of three faculty members who represent the full Academic Standards Review Board. Depending on the need for hearings there may be as many as three Boards that operate at once. Each Board will have its own chair.

D. After an appointment time is scheduled for the hearing, the student is expected to address to the chairperson of the Dismissal Hearing Board a written appeal, stating his or her case. The written appeal may be mailed to the chairperson or brought by the student to the hearing.

E. The student may request the department chairperson of his or her major, or another member of the faculty, to serve as advocate during the hearing.

F. Before the student presents his or her case to the Dismissal Hearing Board, the student’s letter will be read by the Board. The members of the Board will consider all necessary records of the student. The student will then be given the opportunity to address the Board.
A. Following the presentation of the appeal, the board members will vote in private to determine reinstatement or denial. Students will receive immediate notification of the decision as well as stipulations imposed by the Board to assist the student in achieving academic success. Failure to appear in person before the Hearing Board will finalize the dismissal.

B. At his or her sole discretion the Dean (or Provost Designee) may hear the appeal of any dismissed student who for legitimate reasons, such as a documented medical emergency, could not attend the normal meeting of the Hearing Board.

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

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

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

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

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

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

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

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

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

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

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

**Academic Integrity Policy**

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

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

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

**Academic Standards: Dishonesty**

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

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

**Academic Standards: Due Process/Complaints**

Complaints which may be properly considered by means of the following procedures include, but are not limited to, complaints about grades or changes in requirements for a course during the semester. Complaints about grades may, among other things, be based upon racial, sexual or religious discrimination or other forms of favoritism; arbitrary,
capricious, or unreasonable methods of evaluation; lack of precautions taken by the instructor against cheating or plagiarism; or unfair penalties for legally recognized absences from class or examination.

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

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

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

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

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

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

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

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

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

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

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

L. The Provost/Vice President for Academic Affairs shall take whatever action is felt necessary to restore equity in the situation, with the provision that a course grade may not be altered to A, B, C, or D, nor may a grade of F be
altered to P, without the consent of the faculty member who assigned the grade. Any grade may be altered to W and any passing grade may be altered to P without such consent.

**Academic Standards: Review Board Procedures—REPLACED AT BEGINNING**

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

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

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

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

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

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

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

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

A. **Step 1: Informal Complaint.** The faculty should first confront the student, orally and informally, with his/her suspicions. Any outcome at this stage must be accompanied by a signed academic violations form and sent to the Dean.

B. **Step 2: Formal Complaint to the Dean and Academic Standards Review Board.** If the faculty member believes that the severity of the violation warrants it or the student is dissatisfied with the outcome of the informal hearing process, he or she may ask the Dean for assistance in resolving the matter. If the Dean believes he or she is unable to resolve the matter, the complaint should be forwarded to the chairperson of the Academic Standards Review Board for the purpose of scheduling a review of the matter before a Hearing Board assembled for the purpose. The request for such a hearing must be presented by the Dean within 5 regular semester class days following the meeting required in **Step 2.** This request must be accompanied via a dated copy of the written complaint, which may be redrafted before it is submitted to the
**Hearing Board.** The complaint should describe the problem and suggest the resolution desired by the complainant or why the resolution is unacceptable.

C. The complaint shall be heard by a **Hearing Board** that represents the full **Academic Standards Review Board**. The Hearing Board shall convene as soon as practical after notification of an appeal or request for review, although at least 7 days notice should be given to all parties.

D. The **Academic Standards Review Board** chairperson shall preside over the hearing to ensure that the process is fair and focused on the complaint and that no party threatens, intimidates, or coerces any of the participants.

E. The faculty member and student shall appear before the **Hearing Board** at the same time. The faculty member shall introduce such evidence as he or she deems appropriate and relevant to the case. The student may present their side of the case. Both parties may be accompanied by a member of the academic community to act as an advocate. The advocate may be a student, member of the faculty, or member of the University staff. Parents, attorneys, or other observers are not permitted at the hearing. Should the student or faculty member fail to appear before the **Hearing Board**, the Board shall have full authority to proceed in his or her absence.

F. The student and the faculty member may each present to the **Hearing Board** such witnesses as they feel are appropriate. Witnesses may be present at the hearing only as they are called to testify. The faculty member, student and Hearing Board may each question witnesses in turn. A hearing will not be cancelled or postponed if a scheduled witness fails to attend, but the chairperson, at his or her discretion, may allow written statements if a witness is unable to attend.

G. The **Hearing Board** may conduct an investigation and collect evidence. The student and the faculty member must be given any such evidence and each afforded an opportunity to respond to it.

H. The student waives his or her rights to confidentiality of academic records as they relate to the resolution of the complaint within the University’s process.

I. The faculty member shall make all pertinent materials and grading records available to the **Hearing Board**, as necessary.

J. The **Hearing Board** may, at its discretion, make available to the student those records, or portions thereof, which it judges to be relevant in light of the student’s allegations.

K. The **Hearing Board** shall consider the evidence and make a **recommendation** to the student, faculty member, program director, or department chair, as to how the complaint should be settled. A simple majority of the **Hearing Board** shall decide the issue. The chairperson shall not vote except to break a tie.

L. The faculty member, program director, or department chair should be guided by, but are not bound by, this recommendation. Any recommendations of the **Hearing Board** shall also be sent to the Provost and the Dean.

M. **Step 3:** If either party remains dissatisfied, he or she may appeal to the Provost. Appeals must be submitted in writing within 5 semester class days of written notification of a hearing outcome. Students shall have the right to request a review of a decision based on one or more of the following criteria:

1) New information not reasonably available at the time of the hearing.

2) Procedural error that could reasonably he judged to have materially affected the outcome of the hearing.

3) Unreasonable or inappropriately severe sanctions.

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

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

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

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

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

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

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

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

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

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

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

Level Three Violations. Level Three violations are serious, go well beyond Level One or Two and, in the opinion of the faculty member and the Dean, require adjudication at the University level. Level Three Violations include dishonesty that affects a major or essential portion of work done to meet course requirements, involves
premeditation, or is preceded by one or more violations at Levels One or Two. Cases involving Level Three violations are routinely referred to the Academic Standards Review Board. Examples include:

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

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

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

A. Step 1: Informal Complaint. The student should first present the complaint, orally and informally, to the faculty member. Any outcome at this stage must be accompanied by a signed academic hardship form and sent to the Dean and Department Chair.

B. Step 2: Formal Complaint to the Dean. If the student is dissatisfied with the outcome of the informal hearing process, he or she may ask the Department Chair for assistance in resolving the matter. The student will prepare a written complaint which contains supporting evidence and the desired outcome. The complaint must be submitted within 20 regular semester class days of the date on which the student, or should have become aware, of the occurrence leading to the complaint. The Department Chair will notify the Dean of the formal hearing. The student, faculty member and Chair will meet and attempt a satisfactory
settlement. If the complaint is directed against the department chairperson, the written complaint must be submitted to the Dean who shall select a senior member of the department or, if none exists in the department, the Dean (or Provost Designee) to fill the chairperson’s role in this procedure. Any outcome at this stage must be accompanied by a signed academic hardship form and sent to the Dean.

C. Step 2a: Formal Complaint at the Department Level. If no resolution is reached when Step 1 involves a program or department decision, the student may prepare a written complaint that contains supporting evidence and indicates a desired outcome. This complaint must be submitted to the Dean, program director and chair as well as any involved faculty member within 20 regular semester class days of the date on which the student became aware, or should have become aware, of the occurrence leading to the complaint. The faculty member, the student, the program director, and chairperson shall meet to discuss the complaint. The chairperson may conduct whatever informal investigation seems necessary and should attempt to achieve a negotiated settlement.

D. If the student is not satisfied or the chairperson is unable to resolve the matter, the complaint should be forwarded to the chairperson of the Academic Standards Review Board for the purpose of scheduling a review of the matter before a Hearing Board assembled for the purpose. The request for such a hearing must be presented to the Dean within 5 regular semester class days following the meeting required in Step 2. This request must be accompanied via a dated copy of the written complaint, which may be redrafted before it is submitted to the Hearing Board. The complaint should describe the problem and suggest the resolution desired by the complainant or why the resolution is unacceptable.

E. The complaint shall be heard by a Hearing Board that represents the full Academic Standards Review Board. The Hearing Board shall convene as soon as practical after notification of an appeal or request for review, although at least 7 days notice should be given to all parties. The Hearing Board shall have at least one faculty member from Arts & Sciences and one from Professional Programs.

F. The Academic Standards Review Board chairperson shall preside over the hearing to ensure that the process is fair and focused on the complaint and that no party threatens, intimidates, or coerces any of the participants.

G. The faculty member and student shall appear before the Hearing Board at the same time. The faculty member shall introduce such evidence as he or she deems appropriate and relevant to the case. The student may present their side of the case. Both parties may be accompanied by a member of the academic community to act as an advocate. The advocate may be a student, member of the faculty, or member of the University staff. Parents, attorneys, or other observers are not permitted at the hearing. Should the student or faculty member fail to appear before the Hearing Board, the Board shall have full authority to proceed in his or her absence.

H. The student and the faculty member may each present to the Hearing Board such witnesses as they feel are appropriate. Witnesses may be present at the hearing only as they are called to testify. The faculty member, student and Hearing Board may each question witnesses in turn. A hearing will not be cancelled or postponed if a scheduled witness fails to attend, but the chairperson, at his or her discretion, may allow written statements if a witness is unable to attend.

I. The Hearing Board may conduct an investigation and collect evidence. The student and the faculty member must be given any such evidence and each afforded an opportunity to respond to it.

J. The student waives his or her rights to confidentiality of academic records as they relate to the resolution of the complaint within the University’s process.

K. The faculty member shall make all pertinent materials and grading records available to the Hearing Board, as necessary.

L. The Hearing Board may, at its discretion, make available to the student those records, or portions thereof, which it judges to be relevant in light of the student’s allegations.

M. The Hearing Board shall consider the evidence and make a recommendation to the student, faculty member, program director, or department chair, as to how the complaint should be settled. A simple majority of the Hearing Board shall decide the issue. The chairperson shall not vote.
N. The faculty member, program director, or department chair should be guided by, but are not bound by, this recommendation. Any recommendations of the Hearing Board shall also be sent to the Provost and the Dean.

O. Step 3: If either party remains dissatisfied, he or she may appeal to the Provost. Appeals must be submitted in writing within 5 semester class days of written notification of a hearing outcome. Students shall have the right to request a review of a decision based on one or more of the following criteria:

1) New information not reasonably available at the time of the hearing.

2) Procedural error that could reasonably be judged to have materially affected the outcome of the hearing.

3) Unreasonable or inappropriately severe sanctions.

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

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

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

North Hall 6th Floor Community Room

AGENDA

I. MEETING CALLED TO ORDER

II. RECORDING OF ATTENDANCE

III. PUBLIC COMMENTS

IV. APROVAL OF MINUTES

March 25, 2009 (Exhibit A)

MOTION:
V. COMMITTEE REPORTS

A. Academic Affairs Report (Dr. Keller)

B. Multicultural Affairs Report (Mr. Zellner)

C. Finance and Administration Report (Mr. Reid)

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

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

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

D. Human Resources Report (Ms. Carleton)

E. Leadership Institute Report (Mr. Heinle)

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

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

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

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

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

VI. OLD BUSINESS
VII. NEW BUSINESS

Meeting Dates for 2009-2010

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

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

Proposed meeting schedule for the coming year:

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

VIII. INFORMATION ITEMS – NO ACTION REQUIRED

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

X. REPORTS

Student Government Association

PACT

XI. OTHER BUSINESS

XII. DATE OF NEXT MEETING

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

XIII. ADJOURNMENT
MANSFIELD UNIVERSITY
Mansfield, Pennsylvania

Wednesday, March 25, 2009
6th Floor Community Room, North Hall
11:00 a.m.

COUNCIL OF TRUSTEES

MINUTES

I. MEETING CALLED TO ORDER

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

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

II. RECORDING OF ATTENDANCE

The following Trustees were in attendance:

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

The following Trustees were not in attendance:

Ms. Carol J. Tama, Member
II. RECORDING OF ATTENDANCE (Continued)

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

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

Others in Attendance:
Ms. Shantee Proctor, President, Student Government Association
Ms. Kate Plaska, Student

III. PUBLIC COMMENTS

Chairman Meyer invited public comments. No comments were received.

IV. APPROVAL OF MINUTES

November 19, 2008 (Exhibit A)

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

A. Academic Affairs Report

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

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

B. Finance and Administration Report

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

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

Approval of Purchase Orders of $10,000 or more

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

Approval of Purchase Orders less than $10,000

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

Approval of the Resolution Certifying Direct Financial Support

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

B. Finance and Administration Report (continued)

Approval of Auditor’s Report

Upon the recommendation of the Vice President for Finance and Administration and the President, a motion was made by Mr. Litchfield, seconded by Mr. Browning, and unanimously carried to approve the independent auditor’s report for the fiscal year ending June 30, 2008.

C. Human Resources Report

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

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

D. Leadership Institute Report

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

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

E. Student Affairs/Residence Life Report

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

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

E. Student Affairs/Residence Life Report (continued)

Approval of Judicial and Academic Due Process Procedures

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

F. University Advancement Report

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

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

VI. OLD BUSINESS

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

VII. NEW BUSINESS

Strategic Plan Implementation Team Report

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

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

VIII. INFORMATION ITEMS

No items discussed.
IX. EDUCATIONAL FEATURE – Mountaineer Leadership Presentation

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

X. REPORTS

Student Government Association (SGA)

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

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

PACT

Mr. Meyer gave the information about the PACT conference:

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

President Maravene Loeschke

Dr. Loeschke noted the following:

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

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

XII. DATE OF NEXT MEETING

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

XIII. ADJOURNMENT

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

Respectfully Submitted,

Anne M. LaVancher
Recording Secretary
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**SUB-TOTAL**   $ 283,353.54

**USE OF VARIOUS PURCHASING CARDS BY VARIOUS DEPARTMENTS FOR PURCHASES UNDER $10,000**

**JANUARY**   $ 82,183.67
**FEBRUARY**  $ 346,310.69
**MARCH**     $ 509,941.67

**CREDIT CARD TOTAL**   $ 938,436.03

**UNECCRUBERED PURCHASES BY VARIOUS DEPARTMENTS -**

**EMPLOYEE REIMBURSEMENTS FOR ITEMS PURCHASED**   $ 2,694.19
**MISCELLANEOUS ADVERTISEMENTS**   $ 46,451.12
**LIBRARY BOOKS & SUBSCRIPTIONS**   $ 55,972.70
**SODEKHO (FOOD SERVICE) EXPENSES FOR RECEPTIONS**   $ 2,980.29
**VOYAGER GAS CARDS (FLEET VEHICLES)**   $ 1,957.51
**EXON GAS CARDS (FLEET VEHICLES)**   $ 587.06
**PROFESSIONAL SERVICES - PERFORMERS FROM SWEDEN**   $ 17,600.00
**WEBNET TRAINING**   $ 26,971.15

**UNECCRUBERED TOTAL**   $ 155,254.02

**GRAND TOTAL**   $ 1,377,043.59
To: Mansfield University Council of Trustees  
From: Jim Harrington, Associate Vice President for Student Affairs  
Subject: Student Health Fee  
Date: May, 2009  

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

I would ask for your approval to make this increase of $3 per semester for the student health fee.
MANSFIELD UNIVERSITY RESIDENCE HALL & DINING AGREEMENT

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

1. ELIGIBILITY requirements for University housing include status as a student, payment of debts to the University, and continuous compliance with University and residence hall regulations.

2. RESERVATION of space is made by returning required materials to the Residence Life Office. The occupancy fee is paid by the semester upon receipt of a bill from the Student Accounts Office (Revenue Office) and is not refundable after the room has been occupied except as outlined in the fee refund policy contained in the catalog.

3. OCCUPANCY is required on the first day of class and consistently thereafter. Rooms unclaimed at the beginning of a semester or, in the judgment of the University, not used continuously by the student assigned may be forfeited and reassigned unless written permission for late arrival or sustained absence has been given by the Residence Life Office.

4. TERMS OF OCCUPANCY and financial obligation to the University is for the entire academic year and all subsequent years that you attend the University as long as space is available. All first and second year students are required to reside on campus unless qualifying for an exemption. All exceptions must be approved by the Director of Residence Life Office in writing no later than ten (10) working days prior to the start of any semester.

5. ROOM ASSIGNMENTS AND CHANGES are prerogatives of the University and effected only by written authorization from the Residence Life Office. In assignment, mutual roommate preferences will be honored where possible. Room changes will be permitted for a limited time after the first week of classes. (are discouraged, but may be authorized under special circumstances)

6. ACCESS to an assigned room is given to you only during regular academic sessions which require your presence on campus. Extra charges apply for residence between semesters and before and after summer session. You are required to vacate your room by the designated closing times. If you arrive on campus prior to scheduled openings or stay after scheduled closings, you may be charged a guest room fee. Anyone who withdraws from the University must remove all possessions from their room immediately.

7. Visitors to residence halls and student rooms are permitted only as authorized by University and hall regulations. You are responsible for the behavior of your guests at all times. Your visitor must have a guest pass which can be picked up at the hall office.

8. FACILITIES AND SERVICES provided by the University include closet, bed, mattress, dresser, a desk and chair. (You must) Plan to provide your own telephone, lamp, pillow, linens, waste basket, toilet articles, and such other accessories as desired.

9. STUDENT OBLIGATION includes care and cleaning of rooms and maintenance of health and safety standards; payment for damage to University property; purchase of a qualifying meal ticket plan; and provision of a complete address (for correspondence) to correspondents in order to guarantee mail delivery. Monthly health and maintenance inspections will be conducted by residence hall staff.

10. PROHIBITED ACTIVITIES AND POSSESSIONS include occupancy by persons other than those assigned or registered guests, commercial activities, tampering with fire or safety equipment, illegal drugs or paraphernalia, gambling, alcohol, moving University property, ironing in your room, halogen lights, open flames, candles, microwaves, cooking in your room, gasoline, and flammable liquids of any kind, kerosene, oil, explosives, firearms or other weapons, pets (except fish as provided elsewhere), tape, tacks or nails on painted surfaces, refrigerators over 5 cubic feet, water beds, the use of darts or dart boards in your room, unauthorized furniture and any item that fails to meet state and local fire and safety codes. Absolutely no smoking in the residence halls.

11. INSPECTION of rooms for reasons of health, safety, and maintenance or to determine whether University policy is being violated is a right reserved by the University. While routine inspections do not include searches, searches may be conducted with probable cause with authorization from a professional Residence Life staff member. only with special probable cause, authorization from an assistant director or higher official, and your presence (unless it is impossible to locate you). It is intended to provide sufficient individual’s right of privacy in all possible circumstances. All rooms will be inspected by residence life staff at the end of each semester.

12. The University is not responsible for damage to or destruction of your personal belongings. when such damage is caused by circumstances beyond the University’s control. It is the occupant’s responsibility to secure the safety of personal property your own property.
## Proposed Semester Room Rates

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### Semester Board Plan Rate*

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- *Revised based on new dining contract rates.*
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April 2010
I. DEFINITION
To provide a need-based grant for students that have exhausted all funding options available to them, including student loans (subsidized and unsubsidized). This grant should be considered separate from merit based scholarships and athletic grants. It is based solely on the student’s inability to meet direct costs and shall not exceed the total cost of attendance with the combination of all available financial aid sources.

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

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

III. REQUIREMENTS
a. The student must complete a Free Application for Federal Student Aid.

b. The student must have remaining financial need (as defined by the Higher Education Act) after the PHEAA Grant, PELL Grant, subsidized loan, unsubsidized loan, SEOG and Perkins loans have been considered.

c. Returning students must have satisfactory academic progress as defined by the Satisfactory Academic Progress Policy of the institution.  

d. The grant could be awarded from year to year depending upon the availability of funds and the student’s ability to meet cost of attendance. It is not automatic and students will be reevaluated each year.

e. Students must use the grant to meet their cost of attendance only. Costs associated with luxury items, such as a private room, are considered unallowable costs and would negate the grant.

f. Grant administered in accordance with current financial aid guidelines and policies.

g. The allowance for housing (not meals or travel) will be based on the Mansfield University, current, double room, housing rate.

h. The students must live on campus or meet the exemption criteria consistent with the Residence Life Housing Policy.

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

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1 The Satisfactory Academic Progress Policy for purposes of federal student aid can be found online at www.mansfield.edu/enrollment services/financial aid/ forms and publications
MANSFIELD UNIVERSITY
COUNCIL OF TRUSTEES MEETING

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

North Hall 6th Floor Community Room

AGENDA

I. MEETING CALLED TO ORDER

II. OATH OF OFFICE

III. RECORDING OF ATTENDANCE

IV. PUBLIC COMMENTS

V. APPROVAL OF MINUTES

May 27, 2009 (Exhibit A)

MOTION:
VI. COMMITTEE REPORTS

A. Academic Affairs Report (Dr. Timko)

B. Finance and Administration Report (Mr. Reid)

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

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

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

C. Human Resources Report (Ms. Carleton)

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

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

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

E. University Advancement (President Loeschke)

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. INFORMATION ITEMS – NO ACTION REQUIRED

Strategic Plan Implementation Report
“Make Leadership Development Our Signature” – Mr. Dennis Heinle

X. EDUCATIONAL FEATURE

Outdoor Recreational Leadership – Professor Russell Dodson
XI.  REPORTS

President Loeschke

Student Government Association

PACT

XII.  OTHER BUSINESS

XIII.  DATE OF NEXT MEETING

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

XIV.  ADJOURNMENT
## MANSFIELD UNIVERSITY OF PENNSYLVANIA
### COUNCIL OF TRUSTEES REPORT
#### PURCHASES OVER $10,000
##### BETWEEN APRIL 16, 2009 THROUGH JUNE 15, 2009

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<th>PO DATE</th>
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<th>REMARKS</th>
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<td>PANASONIC PROJECTOR - (15 EA)</td>
<td>4500242286</td>
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<td>MATTRESSES (75 EA)</td>
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<td>$11,062.50</td>
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<td>STEAM TRENCH (80 EA)</td>
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<td>EASTERN COPY PRODUCTS</td>
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<td>KONICA MINOLTA BIZHUB COPIER</td>
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**TOTAL**                      |               |                                 |           |           | **$357,643.64** |                                                                         |
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## MANSFIELD UNIVERSITY OF PENNSYLVANIA
### COUNCIL OF TRUSTEES REPORT
#### PURCHASES UNDER $10,000
##### BETWEEN APRIL 16, 2009 THROUGH JUNE 15, 2009

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**SUB-TOTAL** $312,847.91
### MANSFIELD UNIVERSITY OF PENNSYLVANIA
### COUNCIL OF TRUSTEES REPORT
### PURCHASES UNDER $10,000
### BETWEEN APRIL 16, 2009 THROUGH JUNE 15, 2009

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<th>VENDOR NAME</th>
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**USE OF VARIOUS PURCHASING CARDS BY VARIOUS DEPARTMENTS FOR PURCHASES UNDER $10,000**

- **APRIL**
  - $438,511.37
- **MAY**
  - $386,444.58

**CREDIT CARD TOTAL**

- $824,955.95

**UNENCUMBERED PURCHASES BY VARIOUS DEPARTMENTS - EMPLOYEE REIMBURSEMENT FOR ITEMS PURCHASED**

- $4,662.10
- $9,595.70
- $34,215.00
- $1,376.41
- $21,617.46
- $2,765.50
- $2,007.14

**UNENCUMBERED TOTAL**

- $76,603.40

**GRAND TOTAL**

- $1,214,407.26
Annual Physical Inspection of Facilities
Mansfield University of Pennsylvania

Report to the Board of Governors

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

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

The following areas were specifically reviewed:

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

________________________________________
Ralph H. Meyer, Chairperson
Mansfield University of Pennsylvania
Council of Trustees
NAME: Identity Theft Prevention Policy and Program (Red Flags Rule)

ISSUING DEPARTMENT: Human Resources

ISSUED DATE: August 1, 2009

REVIEWED DATE: July 22, 2009

APPROVING AUTHORITY: Council of Trustees, Cabinet

DATE REVISED: N/A

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

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

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

FORMS
NONE

RESPONSIBILITY: Identity Theft Committee as listed in Article VII (A)
Administrator/head of the Committee:
Executive Director for Organizational Development and Employee Relations or other designee as appointed by the President of the University
Committee Members:
Director of Enrollment Services
Registrar
Representative from Campus Technologies
Representative from Residence Life
Controller or other designee from the Controller’s Office

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

DISTRIBUTION
Distributed through the web.
Mansfield University
Identity Theft Prevention
Policy and Program

Effective August 1, 2009

I. POLICY and PROGRAM ADOPTION

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

II. DEFINITIONS AND PROGRAM REQUIREMENTS

A. Red Flags Rule Definitions Used in this Program

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

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

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

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

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

B. Fulfilling Requirements of the Red Flags Rule

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

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;

2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
4. Ensure the Program is updated periodically to reflect changes in risks to students or to the safety and soundness of the student from Identity Theft.

III. COVERED ACCOUNTS

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

A. University Covered Accounts

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

B. Accounts Covered by a Service Provider

1. Perkins Loan
2. Tuition Payment Plans

IV. IDENTIFICATION OF RED FLAGS

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

A. Notifications and Warnings from Credit Reporting Agencies

Red Flags

1. Report of fraud accompanying a credit report;
2. Notice or report from a credit agency of a credit freeze on an applicant;
3. Notice or report from a credit agency of an active duty alert for an applicant;
4. Receipt of a notice of address discrepancy in response to a credit report request; and
5. Indication from a credit report of activity that is inconsistent with an applicant's usual pattern or activity.

B. Suspicious Documents

Red Flags

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

**Red Flags**

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

D. Suspicious Covered Account Activity or Unusual Use of Account

**Red Flags**

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

E. Alerts from Others

**Red Flag**

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

V. DETECTING RED FLAGS

A. Student Enrollment

In order to detect any of the Red Flags identified above associated with the enrollment of a student, University personnel will take the following steps to obtain and verify the identity of the person opening the account:
1. Require certain identifying information such as name, date of birth, academic records, home address or other identification; and
2. Verify the student’s identity at time of issuance of student identification card (review of driver’s license or other government-issued photo identification).

B. Existing Accounts

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

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

C. Consumer ("Credit") Report Requests

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

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

VI. PREVENTING AND MITIGATING IDENTITY THEFT

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

A. Prevent and Mitigate

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

B. Protect Student Identifying Information

In order to further prevent the likelihood of Identity Theft occurring with respect to Covered Accounts, the University will take the following steps with respect to its internal operating procedures to protect student identifying information:
1. Ensure that its website is secure or provide clear notice that the website is not secure;
2. Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information;
3. Ensure that office computers with access to Covered Account information are password protected;
4. Avoid use of social security numbers;
5. Ensure computer virus protection is up to date; and
6. Require and keep only the kinds of student information that are necessary for University purposes.

VII. PROGRAM ADMINISTRATION

A. Oversight

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

B. Staff Training and Reports

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

C. Service Provider Arrangements

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

1. Require, by contract, that service providers have such policies and procedures in place;
2. Require, by contract, that service providers review the University's Program and report any Red Flags to the Committee or the University employee with primary oversight of the service provider relationship; and
3. The Controller or other employee designated by the President will review the service providers' policies and procedures to ensure the policies and procedures are sufficiently adequate to detect, prevent and mitigate the risk of identity theft. In the event, the policies and procedures do not meet Mansfield University requirements, the contract will require that the policies and procedures be amended with respect to the services provided to Mansfield University.

D. Non-disclosure of Specific Practices

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

E. Policy Updates

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

Wednesday, September 23, 2009
2:00 p.m.
North Hall 6th Floor Community Room

AGENDA

I. MEETING CALLED TO ORDER

II. RECORDING OF ATTENDANCE

III. PUBLIC COMMENTS

IV. APPROVAL OF MINUTES

July 22, 2009 (Exhibit A)

MOTION:
V. COMMITTEE REPORTS

A. Academic Affairs Report (Dr. Keller)

B. Finance and Administration Report (Mr. Reid)

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

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

C. Human Resources Report (Ms. Carleton)

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

E. University Advancement (President Loeschke)

VI. OLD BUSINESS

VII. NEW BUSINESS

VIII. INFORMATION ITEMS – NO ACTION REQUIRED

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

IX. EDUCATIONAL FEATURE

MU Honors Program – Professor Ben Moritz
X. REPORTS

President Loeschke

Student Government Association

PACT

XI. OTHER BUSINESS

XII. DATE OF NEXT MEETING

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

XIII. ADJOURNMENT
MANSFIELD UNIVERSITY
COUNCIL OF TRUSTEES MEETING

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

North Hall 6th Floor Community Room

AGENDA

I. MEETING CALLED TO ORDER

II. OATH OF OFFICE

III. RECORDING OF ATTENDANCE

IV. PUBLIC COMMENTS

V. APROVAL OF MINUTES

May 27, 2009 (Exhibit A)

MOTION:
VI. COMMITTEE REPORTS

A. Academic Affairs Report (Dr. Timko)

B. Finance and Administration Report (Mr. Reid)

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

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

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

C. Human Resources Report (Ms. Carleton)

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

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

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

E. University Advancement (President Loeschke)

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. INFORMATION ITEMS – NO ACTION REQUIRED

Strategic Plan Implementation Report
“Make Leadership Development Our Signature” – Mr. Dennis Heinle

X. EDUCATIONAL FEATURE

Outdoor Recreational Leadership – Professor Russell Dodson
XI. REPORTS

President Loeschke

Student Government Association

PACT

XII. OTHER BUSINESS

XIII. DATE OF NEXT MEETING

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

XIV. ADJOURNMENT
### PURCHASES OVER $10,000 BETWEEN JUNE 16, 2009 THROUGH JUNE 30, 2009

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

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**SUB-TOTAL** $74,793.46

### USE OF VARIOUS PURCHASING CARDS BY VARIOUS DEPARTMENTS FOR PURCHASES UNDER $10,000
**JUNE**

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### UN-ENCUMBERED PURCHASES BY VARIOUS DEPARTMENTS - EMPLOYEE REIMBURSEMENTS FOR ITEMS PURCHASED

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<td>EXON GAS CARDS (FLEET VEHICLES)</td>
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**UN-ENCUMBERED TOTAL** $10,890.09

**GRAND TOTAL** $239,043.95
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# PURCHASES UNDER $10,000 BETWEEN JULY 1, 2009 THROUGH AUGUST 15, 2009

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<th>VENDOR NAME</th>
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<th>PO DATE</th>
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**MANSFIELD UNIVERSITY OF PENNSYLVANIA**
**COUNCIL OF TRUSTEES REPORT**
**PURCHASES UNDER $10,000**
**BETWEEN JULY 1, 2009 THROUGH AUGUST 15, 2009**

<table>
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<tr>
<th>VENDOR NAME</th>
<th>VENDOR NUMBER</th>
<th>PO NUMBER</th>
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Sub-Total $175,906.54

Use of Various Purchasing Cards by Various Departments for Purchases Under $10,000

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Sub-Total $4,727.13

Grand Total $315,287.12
### Recurring Contracts 2009/2010 FY Purchases Under $10,000

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

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**Total** $367,657.44
MANSFIELD UNIVERSITY
COUNCIL OF TRUSTEES MEETING

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

North Hall 6th Floor Community Room

AGENDA

I. MEETING CALLED TO ORDER

II. RECORDING OF ATTENDANCE

III. PUBLIC COMMENTS

IV. APPROVAL OF MINUTES

   September 23, 2009 (Exhibit A)

MOTION:
V. COMMITTEE REPORTS

A. Academic Affairs Report (Dr. Keller)

B. Finance and Administration Report (Mr. Reid)

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

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

C. Human Resources Report (Ms. Carleton)

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

E. University Advancement (President Loeschke)

VI. OLD BUSINESS

VII. NEW BUSINESS

Emeritus Status
Based upon the recommendations of the appropriate departments, the Provost/Vice President for Academic Affairs, and in compliance with a poll of the senior faculty, the President recommends that emeritus status be granted to the following individuals:

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

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

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

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

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

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

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

MOTION:
VIII. INFORMATION ITEMS – NO ACTION REQUIRED

   International Student Report
   Mr. Nnaemeka (Emeka) Anosike

   Strategic Plan Implementation Report
   “Ensure Quality Faculty and Staff” – Ms. Dia Carleton

IX. EDUCATIONAL FEATURE

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

X. REPORTS

   President Loeschke

   Student Government Association

   PACT

XI. OTHER BUSINESS

XII. DATE OF NEXT MEETING

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

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

XIII. ADJOURNMENT
Committee Agendas
1. Academic Program Review Process
   a. Periodic program review process
   b. PASSHE under-enrolled program review

2. PDE Update

3. Middle States Accreditation
   a. Review Committee Co-Chairs
   b. Two Year Schedule
1. Review of Purchases

2. Fiscal 2009 Audit Report – Parente Randolph

3. Resolution to Board of Governors recommending the purchase of property in downtown Mansfield

4. Budget Update
Mansfield University
Council of Trustees
Human Resources and Multicultural Affairs Committee
Agenda, November 18, 2009

1. Medical Plan Wellness Initiatives

2. Flexible Spending Plan Enhancements
Mansfield University
Council of Trustees
Student Affairs and Residence Life Committee
Agenda, November 18, 2009

1. Update on Student Life and Leadership – James Harrington

2. Update on Residence Life – Charles Colby
   a. Mansfield Auxiliary Corporation – Privatized Housing Update
   b. Campus “Watch Care” Program (attached)
Campus “Watch Care” Program

On too many occasions, and especially on weekends, student abuse of beverage alcohol creates situations for the campus community that require/demand a more caring, responsible response. Students return to campus from situations that leave them highly intoxicated. That automotive accidents involving alcohol are responsible for significant percentage of student death annually. Sometimes, individuals have already had interaction with Police authorities, sometimes they have not. In either case, situations arise involving intoxication. It is known that alcohol absorption continues during the course of the evening, often requiring that these students be transported to the hospital, or somehow “cared for” on campus during the course of their intoxication. There is no mechanism for appropriately providing a reasonable service at present. Police officers must be free to respond to other campus issues. Residence Life staff on duty have the same issues. Roommates/friends are often not willing to take responsibility for caring for such situations and lack training and awareness of potential problems even if willing.

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

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

PASSHE legal counsel has advised that such a program is feasible as long as monitoring is conducted by a trained person, there is a written policy communicated to the student body and the new fee is approved by the Council of Trustees.
Mansfield University
Council of Trustees
University Advancement Committee Meeting
Agenda, November 18, 2009

1. Gifts – Dr. Rebecca Bair

2. General Advancement Update – Dr. Maravene Loeschke
Exhibit A
Exhibit A

MANSFIELD UNIVERSITY
Mansfield, Pennsylvania

Wednesday, September 23, 2009
6th Floor Community Room, North Hall
2:00 p.m.

COUNCIL OF TRUSTEES

MINUTES

I. MEETING CALLED TO ORDER

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

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

II. RECORDING OF ATTENDANCE

The following Trustees were in attendance:

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

The following Trustees were not in attendance:

Dr. Robert D. Strohecker, Vice Chair
Ms. Carol J. Tama, Member
II. RECORDING OF ATTENDANCE (Continued)

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

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

Others in Attendance:  
Ms. Cheryl Clarke, Williamsport Sun-Gazette  
Mr. Ralph Slyster, President, Student Government Association

III. PUBLIC COMMENTS

Chairman Meyer invited public comments. No comments were received.

IV. APPROVAL OF MINUTES

July 22, 2009 (Exhibit A)

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

A. Academic Affairs Report

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

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

B. Finance and Administration Report

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

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

Approval of Purchase Orders of $10,000 or more

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

Approval of Purchase Orders less than $10,000

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

C. Human Resources Report

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

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

D. Student Affairs/Residence Life Report

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

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

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

E. University Advancement Report (President Loeschke)

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

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

VI. OLD BUSINESS

No items for discussion.

VII. NEW BUSINESS

No items for discussion.
VIII. INFORMATION ITEMS

Strategic Plan Implementation Team Report

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

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

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

IX. EDUCATIONAL FEATURE – Honors Program

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

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

X. REPORTS

President Loeschke

President Loeschke provided the following report:

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

Student Government Association (SGA)

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

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

PACT

Mr. Meyer provided the following information:

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

XI. OTHER BUSINESS

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

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

XII. DATE OF NEXT MEETING

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

XIII. ADJOURNMENT

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

Respectfully Submitted,

Anne M. LaVancher
Recording Secretary
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