

**MANSFIELD ASSEMBLY  
AGENDA**

**Assembly Meeting:** August 29, 2024

**Session:** AY 2024-25, Meeting V

**Time:** 4 pm

**Location:** G-1 Retan Center or via Zoom:

[https://commonwealthu-  
edu.zoom.us/j/98011364268?pwd=b9s5SIhn38JAp0g0Av5qKLk7bry7gR.1&from=addon](https://commonwealthu-edu.zoom.us/j/98011364268?pwd=b9s5SIhn38JAp0g0Av5qKLk7bry7gR.1&from=addon)

- I. Call to order
  
- II. Announcements
  - A. See CU Senate website for the latest information and membership lists:  
<https://www.commonwealthu.edu/commonwealth-university-senate>
  - B. Academic calendar
  - C. CU Senate org and policy process charts (July 15, 2024 drafts): Appendix A
  
- III. Approval of Minutes (March 21, 2024, meeting): Appendix B
  
- IV. Committee Reports
  - A. Executive Committee
    - i. Elections Subcommittee
    - ii. Space and Facilities Subcommittee
  - B. Academic Policy Committee
    - i. Enrollment Management Subcommittee
    - ii. IT Subcommittee
  - C. Advancement Committee
  - D. DEI Committee
  - E. Finance Committee
  - F. Student Success and Campus Life
    - i. First Year Experience Subcommittee

- V. Student Government Report (SGA President Oakley Gorman)
- VI. Campus Administrator Report (Dr. Gretchen Sechrist)
- VII. Provost Report (Dr. Michelle Kiec)
- VIII. Problems, Solutions, and Updates
  - A. Middle States Update
  - B. PASSHE Faculty Council Update
  - C. Red & Black Committee Update
    - i. RBC Potato Bar Luncheon is scheduled for Thursday, Aug 29 from 11:30-12:45 in 307 Alumni Hall
- IX. Remarks for the Good of the Order
- X. Adjournment

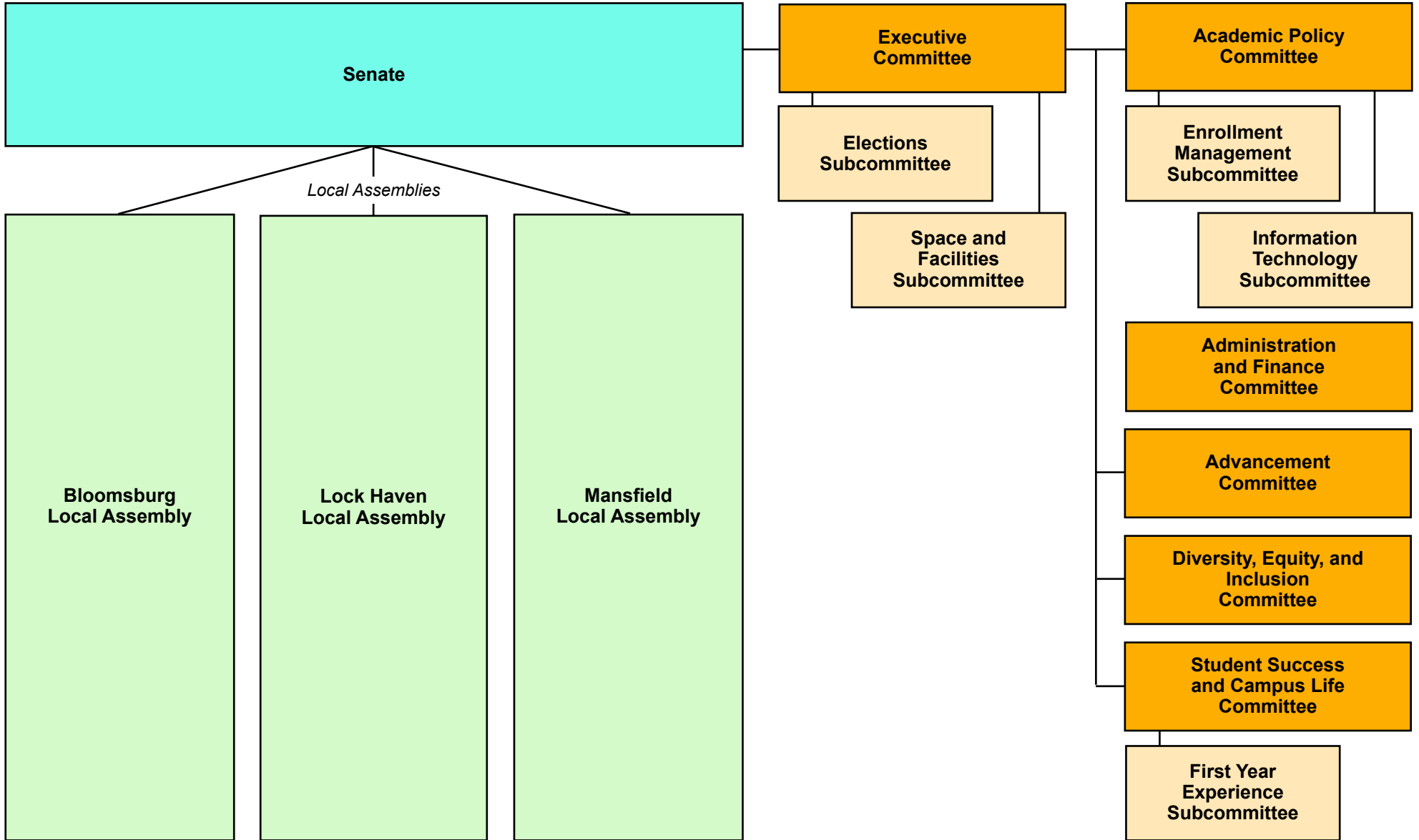
**Upcoming Fall 2024 Meetings**

- CU Senate Meeting @4 pm via Zoom: Thursday, 9/12/24
- Mansfield Assembly Meeting @4 pm in G-1 Retan Center or via Zoom: Thursday, 10/24/24
- CU Senate Meeting @4 pm via Zoom: Thursday, 11/14/24

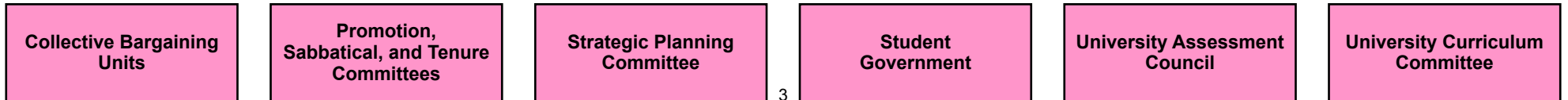
# Commonwealth University Senate

*Senate*

*Standing Committees and Subcommittees*

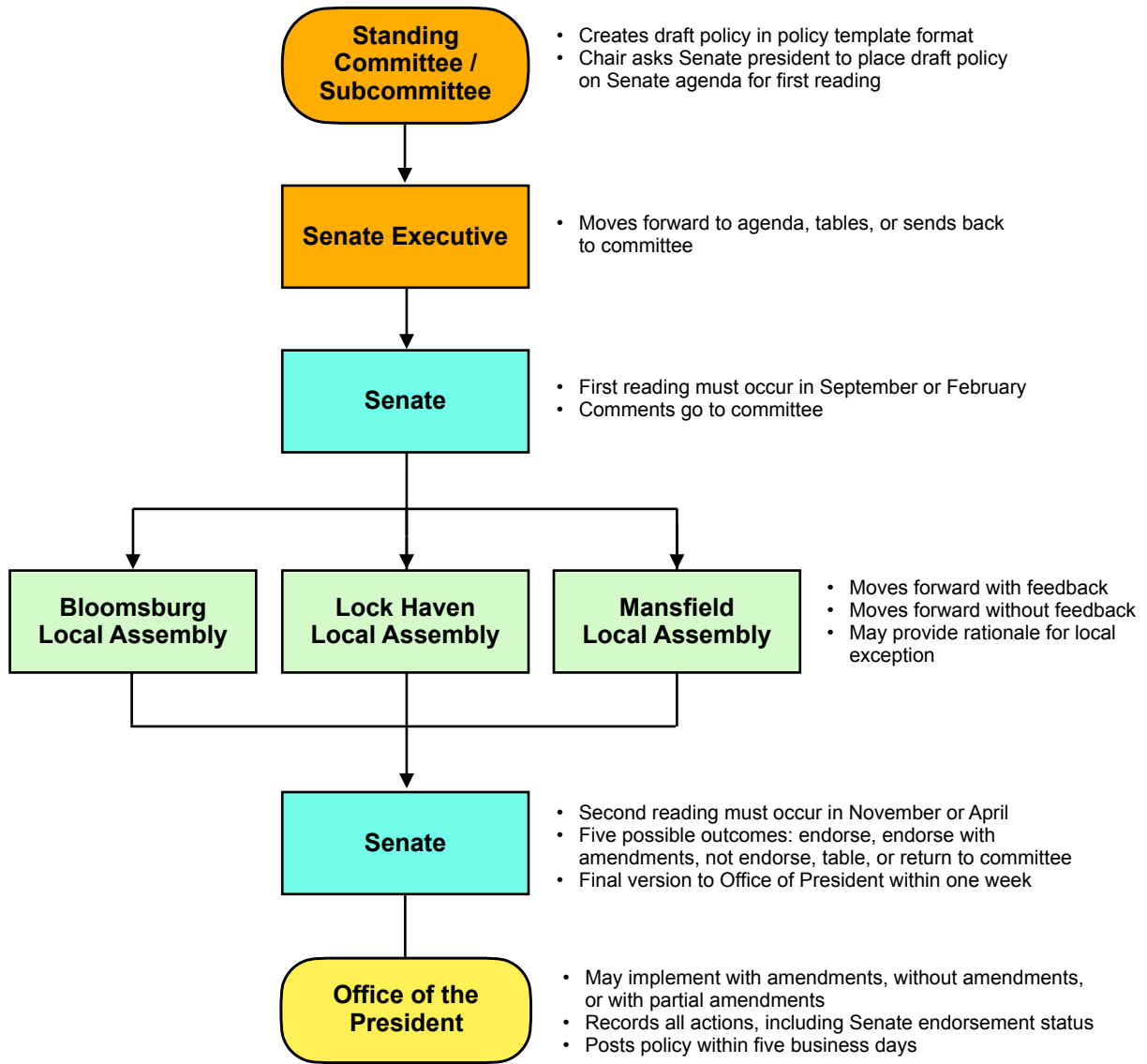


*Other Relevant Constituencies and Committees*



# Senate Policy Process

15 July 2024



## Interim Policy

The University President (or designee) may submit draft Interim Policy to Senate Executive for review. Interim Policy does not require Senate or Local Assembly review. Draft policies tabled or returned to committee may also be issued as Interim Policy. To remove the interim designation, however, policy must go through the Senate Policy Process.

**DRAFT FOR APPROVAL**

**Assembly Meeting:** March 21, 2024

**Session:** AY 2023-24, Meeting IV

**Time:** 4 pm

**Location:** 122 Grant Science Center or via Zoom:

<https://commonwealthu.edu.zoom.us/j/95127508271?pwd=SVFYM0E5Tm0wQ2JDSWZWQXFqeU0UT09>

In Attendance: J. Rothermel, B. Lint, A. Rose, D. Rotella, S. Stout, X. Ji, J. Demchak, M. Borzok, L. Pifer, J. Bosworth, S. Kasperek, E. Kwak, T. Welch, S. Williamson, G. Sechrist, H. Warner, W. Walker, S. Wagner, J. Guignard, C. Myers, B. Hanna, K. Billmeyer, A. DeLozier, L. Clifford, E. Ness, L. Wiest, G. Dziuba, J. Cimino, B. Williams, J. Brown, A. Swain, M. Feeny, J. Crowl, N. Lefelhoc, K. Cobb, D. Knorr, J. Brayer, P. Carl, J. Kagle, H. Feldhaus, A. Downs, Z. DuBord, J. Heid, N. Delaney, M. Wygmans, D. Donlick, D. DaVallance, R. McNamara, A. Boswell, M. Decker, J. Scott

- I. Call to order 4:02 by Jonathan Rothermel, (President of CU Senate, Associate Professor Political Science)
  
- II. Announcements
  - A. Go to the CU Senate website for the latest information and membership lists:  
<https://www.commonwealthu.edu/commonwealth-university-senate>
  
- III. Approval of Minutes (January 25, 2024, meeting) Appendix A: Maegan Borzok,( Assistant Professor Biochem Chemistry) Lynn Pifer, (Professor - Assistant Chair) seconded. All approved.
  
- IV. Committee Reports
  - A. Academic Policy Committee: Deborah Rotella, (Assistant Professor SSS): Reported that the committee met on March 8<sup>th</sup>. Several policies will be ready for review in the fall. Not sure about the feedback on the policies and procedures- not sure how the process works. Policies and procedures are now separate so procedures can be updated more quickly, but there is some concern about who is writing the procedures and how they can be changed.
    - i. Enrollment Management Subcommittee: Sean Stout, (Director of Admissions MA), met this week, reviewed Bylaws, pushing them forward in

August. MU is up 22% on first year deposits from last year, 6.2% for transfers, overall up 23% for deposits for fall. 259 students have visited since January, 66% increase over last year.

- ii. IT Subcommittee: Xiaoxuan (Shelley) Ji, (Assistant Professor): Stated that their main focus on the policies review, and they voted to approve three policies, and are working more on the fourth policy.

B. Advancement Committee: Kate Billmeyer, (BU Foundation) Said they are in the final stages of updating the Fundraising policy.

C. DEI Committee: Xiaoxuan (Shelley) Ji: Drafted Bylaws and are reviewing them, planning to vote soon. They reviewed a few policies already and have established sub-committees to work more on that.

D. Finance Committee: Jimmy Guignard, (English Professor): Working on policies.

E. Student Success and Campus Life: Deb Rotella: Also working on policies.

- i. First Year Experience Subcommittee: Lynn Pifer: working on Bylaws, recruited student members from all three campuses, working on the exemption policy, trying to figure out how to staff the fall sections of FYS. MU sections are staffed. Still accepting applications for courses for Fall 2025.

F. Elections Subcommittee: Nick Delaney, (Instructor, Counseling and Human Development) Nomination deadline has been extended. Jonathan Rothermel added a new committee is being established to help with the Space and Facilities issues.

- i. Elections will be held on Monday, April 1.

**V.** Student Government Report (SGA President Ashley Newell): No report

**VI.** Campus Administrator Report: Marty Wygmans, (VP Student Success & CL/Campus Admin MA): Thank you to University Police- the tire slashing incidents have been resolved- the perpetrators have been arrested, and were non-students. We have University seals that were removed from in front of Allen Hall and have been now cleaned, and may be replaced outdoors again. The daycare center on campus is talking about moving to another site. If you have questions, ask Rose, the owner. Welcoming Tara Poleski, the new women's soccer coach. She is coming around April 15. Men's and women's basketball have earned an opportunity to play in the PSAC tournament for the first time in many years. Monday March 25, Freddie Coleman, an alum, is coming to talk

with students, etc. President Hanna has been touring the community making sure that people know MU is not closing and is moving forward.

**VII.** Provost Report: Gretchen Sechrist, (Interim Vice Provost & Dean of UG Ed): Deans have reviewed low-enrolled programs. Three programs have self-recommended moratorium. Registration starts April 8. Timely enrollment is critical for securing needed classes. There will be no waitlists this semester. Please read the attachment to the faculty email for procedures regarding advising.

A. Question Tiffany Welch, (Associate Professor): is there a magic number to keep programs? Gretchen Sechrist says, no, there does not seem to be. Bashar Hanna, (President Commonwealth University), says PASSHE looks for 90 students across all campuses. There is not a number for individual campuses.

**VIII.** CU Senate Business - First Reading Notices/Feedback: Jonathan Rothermel: Three policies were put on the CU Senate Agenda for Feb. 8, and now come back to Local Assembly. We've had the first reading of these, and on April 11, there will be a second reading. See attached for these policies.

A. Policy on Policy (Appendix B) Jonathan Rothermel explained that the templates have been shared out. Can find all interim policies on the CU Senate website. All policies have been assigned to committees and subcommittees.

B. First Year Seminar Exemption Policy (Appendix C)

C. Academic Integrity Policy (Appendix D)

**IX.** Identifying Problems/Seeking Solutions/Updates

A. *Press Enterprise* (March 10, 2024) article on CU debt (President Hanna): all of the universities in PASSHE have deferred maintenance and debt. It is not insignificant, but it is also no surprise. Scholarships are being increased. All faculty and staff vacancies are assessed based on need. The university is not cutting positions to save money, they are right-sizing their employment complement to fit the student body and programs. Also, the Governor mentioned in his budget address getting a 15% increase for state institutions. This is not guaranteed. The BOG has approved a 6.25% appropriation request, which would allow PASSHE to freeze tuition for the eighth year in a row. There will be a May 22 update to the CPP. The "high risk" term used in the newspaper article just means that CU is a level 2 in financial standing since integration. MU and LHU already were, and BU was level 1. There is no danger currently of MU closing; it is not in discussion.

i The referenced report was given to a student at the student newspaper, who told an administrator it was for a class project. It was a working

document, not an official document. CPP's are presented twice per year, and there will be transparency when those are presented.

- B. MSCHE Update: Amy DeLozier, (Director of Student Recreation Center): Overview of the Middle States process and where we are in it. Input is welcome at this stage.
- C. APSCUF Update – Tentative Contract: Jimmy Guignard: on Monday, Legislative Assembly voted to send the tentative contract to the general membership. If you are a union member, you should be getting emails about reading the new contract. Legislative Assembly has a positive recommendation for accepting it. With questions, start with Adrienne.
- D. Mansfield Traditions Task Force Update: Maegan Borzok: the first goal was to identify MU traditions that are important to MU's mission, second, bring awareness to them, third, suggest an action plan for those events. Of the 46 identified, 24 are already continuing. They have been working on action plans for the rest: there were 15 that needed homes, 11 of those were fairly straightforward, and they are hoping those already in control of them can continue them. Four are identified as really important, and the Task Force is trying to move those forward. Those four are: Employee Recognition Lunch, FYE events, Graduation rehearsal, Senior send-off or graduation brunch. Six they decided to walk away from: Dec. graduation, outstanding senior and mentor recognition are being reimaged, employee field day and picnic lunch (if anyone wants to bring it back, go ahead!), Spirit Fridays, speaker series, campus movie nights (these last two for lack of attendance and funding)
- E. CU-Mansfield Commencement (Gretchen Sechrist): Commencement will be May 11, 4 PM at Van Norman Field. The website below is being updated as we get more information. Commencement speaker is Freddie Coleman. Students will be processing through the faculty; faculty have a tradition of attending Commencement. Direct students to this website for the most updated information about Commencement.
  - i. CU Commencement Website:  
<https://www.commonwealthu.edu/cucommencement>
- F. Leadership Transition on April 15 – Dr. Brad Lint, (Associate Professor, incoming Mansfield Assembly President), and introducing Dr. Mark Decker, (Professor Department Chair) incoming CU Senate President, BU Local Assembly President. Next year will be a big year for middle states. Would like to put together a 5 year plan for policy work. If you have a problem with a proposed policy, email him. Mark is the chair of the English Department, and he comes here often. He is in his office in Belknap (108) when he is here.
  - i. CU Senate Minutes are not emailed out, only posted- could they be emailed out, or could we have a short summary emailed out immediately after the meeting?
- G. Red & Black Committee Update: Jonathan Rothermel: 20-25 people at the International Lunch yesterday. The DEI Office supported it. Thank you to Nicole



Book for that. 24 people went to the Elmira River Sharks game. Maybe this summer try to go to baseball in Williamsport for all three campuses?

i. RBC 'Appreciate You' Luncheon on Monday, April 22 from 11:30-12:45 in 307 Alumni Hall.

- X. Remarks for the Good of the Order: Jonathan Rothermel: ISEP is still available. Ashley Newell, the SGA President, is going to South Korea for the fall. This is a very affordable opportunity to study abroad. M. Borzok: April 26 is the Showcase of Student Scholarship. Tiffany Welch: Campus Cupboard is open, if students have food insecurity issues. Toilet paper and laundry detergent are the first things to go. Alissa Rose: many students are eligible for food stamps, share that information. Brad Lint: we need someone by tomorrow 4 PM to volunteer for the Finance Committee. Also, since this is Jonathan's last meeting as President, we thank him.
- XI. Adjournment 5:25 PM

**Upcoming Spring 2024 Meetings**

- CU Senate Meeting @4 pm via Zoom: Thursday, 4/11/24