



**MILLERSVILLE UNIVERSITY ALUMNI ASSOCIATION  
VIRTUAL ZOOM WEBINAR**

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
APRIL 18, 2020, 10:00 AM**

**Voting Members Present:**

John Held	President
Joyce King	President Elect
Bill Martin	Treasurer
Matt Olphin	Secretary
Leslie Arnold	Member
Jennifer Bertolet	Member
Monika Buchanan	Member
Theresa Dozier-Daniel	Member
Kathy Focht	Member
Amy Hoffman	Member
Patrick Leahy	Member
Kiefer Luckenbill	Member
Tamika Mack	Member
Dave Malley	Member
Cameron Martin	Member
Katie Peterman	Member
Mark Phillips	Member
Stefanie Roberto	Member
David Shafer	Member
Morgan Speakman	Member
Carroll "Butch" Staub	Member
Timika Tyson	Member
Cheryl Youtz	Member

**Voting Members Not in Attendance:**

Rachael Weaver	Member
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**Advisory Member and Guests Present:**

Mike Henry	Immediate Past President
Dr. Daniel Wubah	University President
Victor Ramos	Vice President for Advancement
Heather Morris	Asst. Director Alumni Engagement / Annual Giving
Gabrielle Buzgo	Interim Director of Alumni Engagement
Jennifer McMorris	Alumni Engagement
John Tintera	Student Government President

1. **CALL TO ORDER**

There being a quorum present, and the members having been given adequate and proper notice of the meeting, John Held called the meeting to order at 10:00 a.m.

Held welcomed guests and thanked all members and guests for attending the virtual meeting in the light of everything going on in people's personal and professional lives and he thanked Jennifer McMorris and Dave Malley doing the training to prepare people for the virtual meeting. Held explained the process and flow of the virtual meeting, what to expect, and how to participate and interact during the meeting.

2. **ROLL CALL – VIRTUAL AFFIRMATION OF ATTENDANCE**

Olphin monitored attendance by those identified as signing in on the virtual meeting platform and verified those in attendance. All members in attendance except Rachel Weaver.

3. **ALLOWANCE OF VOICE VOTES**

On a motion made by **Cheryl Youtz**, seconded by **Butch Staub**, it was resolved to approve the use of voice votes for all matters and decisions not financially related. Motion carried.

Victor Ramos indicated that the Association may want to consider using the chat feature of the virtual platform to also document voice votes so it is another method to capture voting results.

4. **REVIEW AND APPROVAL OF PREVIOUS MINUTES**

The Board reviewed the minutes of the meeting held on November 16, 2019. On a motion made by **Kathy Focht**, seconded by **Jennifer Bertolet**, it was resolved to approve the minutes of the Board of Directors meeting held on February 22, 2020.

Amy Hoffman noted a change to the February minutes for the date of the Graduating Students of Color – should have been listed as December and not February. Motion carried.

5. **REVIEW AND APPROVAL OF THE QUARTERLY FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2020**

The Board reviewed the quarterly financial report for the period ending March 31, 2020.

On a motion made by **Butch Staub**, seconded by **Kathy Focht**, it was resolved to approve the quarterly financial report for the period ending March 31, 2020. Bill Martin stated that there was a copy and paste error in his worksheet but it did not change any totals. This was an error in an entry for homecoming expenses in the third quarter. Statement will be updated and filed. Motion carried unanimously.

6. **2020-2021 PROPOSED BUDGET**

The Board reviewed the proposed budget for the 2020-2021 fiscal year.

Held thanked the Financial Planning Committee for all the work on the budget.

On a motion made by **Dave Malley**, seconded by **Kiefer Luckenbill**, it was resolved to approve the budget for the fiscal year 2020-2021.

Leslie Arnold noted that the Homecoming Parade is on hold due to COVID 19 health concerns and the money may not need to be spent. If parade happens it is likely not to be as big because the committee has not been able to fundraise and seek out participants. Motion carried.

7. **BOARD MEMBER RESIGNATION**

John Held informed the Board that Katie Peterman submitted her letter of resignation and thanked Peterman for her service. Matt Olphin read Peterman's resignation to the Board. The Board heard a motion to accept the resignation of Katie Peterman.

On a motion made by **Cheryl Youtz**, seconded by **Joyce King**, it was resolved to accept the resignation of Katie Peterman. Motion carried unanimously.

8. **2020-2022 ELECTION AND RECOGNITION OF OUTGOING BOARD MEMBERS**

The electronic voting went well and Held thanked Jennifer McMorris for her hard working in putting the electronic voting process in place. Held also thanked the Membership Committee for all of their hard work in preparing for the election and making this process work.

There was a tie in the election and there will be a run off for the last spot. A process is in place to hold a special election and all members should receive another link to vote next week. Once that election is completed the election results will be communicated to the board.

Held thanked all of the outgoing members, Peterman, Staub, Bertolet, Weaver, and Leahy, for their years of service and offered an opportunity for them to address the Board. Leahy, Staub, Bertolet, and Peterman all expressed their sadness at no longer being able to serve on the Board but all want to remain involved with the Association and University.

9. **UNIVERSITY REPORT**

Dr. Wubah provided the following comments.

Due to the pandemic, about 35 students remain on campus and will do so through May 9<sup>th</sup>. Many of these students may not have a place to go or are international students and can not return home. They remain in the residence halls.

The University has a COVID 19 incident response team and meets several times a week to plan and prepare. The transition to remote learning went better than expected and this is due in large part to everyone's help. There will be no face to face education this summer – all will be online. Dr. Wubah praised the faculty as they transitioned 700 courses from in person to online in two weeks. Zoom and Microsoft Teams are main communication methods.

EPIIC Compassion Fund – provides student assistance with currently about \$20,000 in the fund. This has been used to help students with a variety of needs during this uncertain times.

The University has coordinated the delivery of PPE and supplies to local emergency management needs. The US Army Corps of Engineers has visited the campus to see how the University could help if needed during the response to the pandemic.

No known cases of COVID-19 on the MU campus. At this time the campus is virtually empty.

Imagine the Possible Campaign – going very well and have exceed \$32 million goal in December of 2019.

College of Business – national search for new Dean is underway.

PA Chancellor meets with all University Presidents two times per week. The University received \$5.7 million from the CARES act but has paid back \$7.9 million for refunds back to students, however the money from the CARES act can not be used to compensate for this loss. Will be reviewing budgets for next year to try and make up for this loss, but the University is ok for now – not in a dire situation at this point.

Middle States re-accreditation was to happen for a site visit on March 28 but this did not happen. The accreditation for the university has been extended through September when the site visit for re-accreditation should happen.

Strategic Plan – current plan ends June 30, 2020. Planning team involves 18 people from a large cross section of the University and about 75% of the way through the planning process. Complete plan to be submitted to Trustees in June and will have new plan in place for July 2020 to cover the next 5 years.

Commencement – the University surveyed the seniors and wants to hold an in person commencement in late summer or early fall.

Campus Activities / Ware Center – all suspended until August 1<sup>st</sup>.

Athletics – PSAC has cancelled all Spring activities and will revisit in the middle of the summer for the Fall and the future.

Incoming Students – using many different ways to engage with new students such as virtual open houses, in the face of national projections that new enrollments will decrease.

Butch Staub inquired about how students living in off campus housing, like those living in Student Services / Lodging apartments, can get help. Dr. Wubah reported that Student Services / Lodging has worked with students that have sought out help and Student Services / Lodging has received CARES Act funds to help as they are small businesses.

## **10. VICE PRESIDENT'S REPORT**

Victor Ramos provided the following comments.

The Imagine the Possible Campaign is \$5 million above goal. \$10.8 million came from grants and contacts. \$18.4 has been collected and \$8 million in outstanding pledges (of which \$3.5 million is in the form of estate gifts.).

Compassion Fund email – 22% open rate, which is an unheard of open rate.

One Day give generated \$291,000, which is the largest in University history and already planning for next year.

Monika Buchannan – requested that stories of students helped by the Student Compassion Fun would be great to hear and share so we know how this makes an impact on student life. Heather Morris stated that on May 5<sup>th</sup> stories like this will be shared. She also asked if there is anything we can do to help the international students remaining on campus. Funds from the Compassion Fund and the CARES Act are available to help in these cases.

University Corona Virus website – keep visiting for the most up to date info.

Advertising – moved away from real world advertising (billboards) to online virtual advertising given the stay at home orders.

11. **ALUMNI ASSOCIATION STANDING, AD HOC, AND SPECIAL APPOINTED COMMITTEE HIGHLIGHTS/REPORTS**

**Alumni Engagement:** Amy Hoffman and Stefanie Roberto reported for the committee.

No recent meetings, but want innovative ideas on how to engage with Legacy families. Looking to become more involved with how to engage with alumni, specifically the homecoming parade.

**Financial Planning:** John Held reported for the committee.

The committee is working on being more flexible with the budget each year to make money available for financial needs to support the University and students.

**Technology:** Dave Malley reported for the committee.

Focusing on Zoom technology for this meeting and future virtual Board meetings and to use these efforts for the future as the future is uncertain. Will be working with Teams now and in the future for the Board to help collaborate and share.

**Scholarships, Grants, and Awards:** Gabrielle Buzgo reported for the committee.

At the most recent meeting all Alumni Association awards selected for the 2020 year and will be recognized at December 2020 commencement. The Hazel Rork Shmuck and Neimeyer-Hodgson recipients were also selected.

**Alumni Events:** Kathy Focht reported for the committee.

All events on hold. Brickstones in Reading had great registrations numbers, but it had to be cancelled. Hopefully Homecoming is a go for October.

Dave Malley commented about virtual meetings and the possibility of moving to virtual meetings for the events committee. This may need to be an option as we move forward depending on what happens due to the pandemic.

**Membership Committee:** Joyce King reported for the committee.

Joyce thanked all of the committee members for all the hard work done by the committee in preparation for the recent election. The committee's goals were to look at accountability for participation and giving. In the future, committees have been asked to take attendance and send to Gabrielle and possibly place into Teams. Held thanked the entire committee for all of the work that was done.

**MU Foundation:** Joyce King reported for the committee.

Upcoming meeting on 5/12 – no other specific updates at this time.

Victor Ramos commented that while the Foundation portfolio has decreased by about 15% this is not as bad as compared to other similar investments.

**Student Alumni Association:** Heather Morris reported for the Association.

Events have been cancelled and focusing on future plans and activities. Currently working on appointing members to take over in the Fall.

**Student Government:** John Tintera reported.

Trying to stay engaged with students. Hosting virtual forums for students to engage and discuss about the issues in the world and for Dr. Wubah to communicate with the students. Rounding out election week and will know who the new President of the Student Government will be. Held thanked John Tintera for all his help and wished him the best as he moves forward.

## 12. ALUMNI ENGAGEMENT REPORT

Gabrielle Buzgo reported.

5,799 alumni engaged this year through various platforms

1,866 new alumni engagements

Social Media is climbing – over 9,328 on FB, 2,092 on Twitter, and 1,018 on Instagram

Have challenged West Chester for a coloring contest.

Looking for different ways to connect with people instead of in person events. Will be launching a virtual book club with an interactive element on the web page. Can download books, discuss books, and have a say in what books are reviewed.

Looking ahead to Homecoming and what that will look like because of the pandemic.

The Alumni Association is purchasing 2020 commemorative tassels for graduating seniors and mailing these to seniors.

Heather Morris reported the Stefanie and Morgan attended an Accepted Student event before everyone left campus. They helped collect Legacy information.

13. **OLD BUSINESS**

No Old Business discussed.

14. **NEW BUSINESS**

Alumni Affinity Groups Ad Hoc Committee – will be piloting an idea with two groups. These groups are Black Alumni Group and LGBTQ Alumni Group. We want to align all of our efforts under the Alumni Association banner. Tamika Mack is chairing this effort and brought this idea forward. Currently there are 5 members on the committee and Tamika is looking for a few more. The idea is to continue to the connection to the University by connecting similar alumni. Will look for a report back in the Fall. Please connect with Tamika with any questions you may have.

15. **FINAL REMARKS / ANNOUNCEMENTS**

Amy Hoffman requested an updated contact list of all Board members so we can all contact each other.

Butch Staub is continuing to do the free lunches through the Hub eight times a year and the Board will continue to support these efforts at \$500 per year. Butch will make this request in the Fall. These are the second Thursday of each month except for January.

16. **NEXT MEETING**

The next Board of Directors meeting is scheduled for Saturday September 19, 2020 @ 11:00 am.

17. **ADJOURNMENT**

On a motion made and carried unanimously, it was agreed that there was no further business of the Association to transact; the meeting was adjourned at 11:53 a.m.

**DISCLAIMER**

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting of the members of the Association. This document shall not be considered a verbatim copy of every word spoken at the meeting.

Respectfully Submitted:  
Matthew N. Olphin  
MUAA secretary