

**MILLERSVILLE UNIVERSITY
COUNCIL OF TRUSTEES**

SCHEDULE OF ACTIVITIES

DECEMBER 2024

C.O.T. Meetings		Wednesday, December 4, 2024
12:30 p.m.	Trustee Workshop <i>(by invitation only)</i>	Gordinier Hall, University Room
1:45 p.m.	Programs Committee Meeting <i>(open to the public)</i>	Gordinier Hall, Lehr Room
3:00 p.m.	Resources Committee Meeting <i>(open to the public)</i>	Gordinier Hall, Lehr Room
4:15 p.m.	Governance and Nominations Committee Meeting <i>(open to the public)</i>	Gordinier Hall, Lehr Room
4:30 p.m.	Regular Public Meeting <i>(open to the public)</i>	Gordinier Hall, Lehr Room
6:00 p.m.	Council Dinner <i>(by invitation only)</i>	Tanger House

If you wish to join any of the public sessions via Zoom, please email Jennifer Hart in the Office of the President at Jennifer.Hart@millersville.edu for the link.)

**MILLERSVILLE UNIVERSITY
COUNCIL OF TRUSTEES
PROGRAMS COMMITTEE AGENDA
December 4, 2024**

Action Items *(Action Items to be approved at the 12/4 public meeting)* **Agenda Reference**

1. No Action Items

Information/Discussion Items *(to be discussed at the 12/4 Programs Committee)*

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| 1. Report from Student Affairs | Dr. Williams |
| a. University Housing and Conference Services | |
| b. University Dining and Catering Services | |
| c. Student Affairs Division Updates | |
| | |
| 2. Report from the Office of Diversity and Inclusion | Mr. Wiley |
| a. PASSHE Summit Update | |
| | |
| 3. Report from Academic Affairs | Dr. Gasparich |
| a. Personnel | |
| b. Academic Affairs update | |
| c. Athletics | |
| d. Program updates | |

**MILLERSVILLE UNIVERSITY
COUNCIL OF TRUSTEES
RESOURCES COMMITTEE AGENDA
DECEMBER 4, 2024**

<u>Action Items (To be approved at the 12/4 public meeting)</u>	<u>Agenda Reference</u>
1. 2023-24 Audited Financial Statements	VI.A.
2. Fees for 2025–26	VI.B.
3. University External Financial Support Resolution	VI.C.
4. Receipt of Estate Gifts	VI.D.
5. Millersville University Foundation Endowments	VI.E.

Information / Discussion Items (To be discussed during the 12/4 Resources Committee Meeting)

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|---|---------------|
| 1. Finance and Administration Report | Dr. Alyan |
| a) 2023-24 Audited Financial Statements | |
| b) Fees for 2025-26 | |
| c) Affiliate Update | |
| d) Sustainability Matrix | |
| e) Financial Report | |
| f) Purchase Contracts and Purchase Orders | |
| g) Total Endowed Assets Schedule | |
| h) Facilities | |
| i) Division Updates | |
| j) Customer Service Survey Summary Report (<i>Presentation by Thomas Waltz</i>) | |
| 2. Information Technology Report | Mr. Hartranft |
| a) Network and Systems Services | |
| b) Security | |
| c) Enterprise / Web Applications | |
| d) Technical Support | |
| e) ADA Report | |
| 3. Advancement Report | Mr. Ramos |
| a) Executive Trend Report | |
| b) Office of Alumni Engagement | |
| c) Office of University Events | |
| 4. University Relations & Strategic Initiatives Report | Dr. DeSantis |
| a) University Communications & Marketing | |

MILLERSVILLE UNIVERSITY OF PENNSYLVANIA

COUNCIL OF TRUSTEES MEETING

Wednesday, December 4, 2024

PUBLIC MEETING AGENDA-AT-A-GLANCE

- I. **FOR ACTION** - Minutes of the regular meeting of September 18, 2024
Mr. Michael G. Warfel, Chairperson

- II. Report of the Council Chairperson - Mr. Michael G. Warfel

- III. Report of the University President - Dr. Daniel A. Wubah

- IV. Comments
 - A. Alumni Association President – Mr. Matthew Olphin
 - B. APSCUF-MU President – Dr. Robyn Davis
 - C. University Curriculum & Academic Policies Committee Chair –
Dr. Aileen Hower
 - D. Student Government Association President – Mr. Tevon Kerr-Hornbaker
 - E. Millersville University Foundation President – Dr. Kemah Washington
 - F. Student Services/Lodging, Inc., CEO – Mr. Geoffrey E. Beers
 - G. General Public

- V. Programs Committee Report
Dr. Amber Sessoms, Chairperson
 - A. No Action Items

VI. Resources Committee Report
Ms. Holly Trego, Chairperson

- A. **FOR ACTION** – 2023-24 Audited Financial Statements
- B. **FOR ACTION** – Fees for 2025-26
- C. **FOR ACTION** – University External Financial Support Resolution
- D. **FOR ACTION** – Receipt of Estate Gifts
- E. **FOR ACTION** – Millersville University Foundation Endowments

VII. Governance and Nominations Committee
Dr. Saul Fink, Chairperson

- A. **FOR ACTION** – Proposed Revisions to the Millersville University Council of Trustees Bylaws
- B. **FOR ACTION** – Annual Review of Presidential Leadership

VIII. Other Reports and Information
Mr. Michael G. Warfel, Chairman

- A. Date for Next Committee Meetings - Information
- B. Date for Next Regular Meeting - Information

IX. Adjournment

MILLERSVILLE UNIVERSITY COUNCIL OF TRUSTEES

Millersville, Pennsylvania

Wednesday, September 18, 2024

A regular meeting of the Council of Trustees of Millersville University was called to order in Gordinier Dining Hall, Bolger Conference Center, Lehr room, and via Zoom at 5:00 p.m. on Wednesday, September 18, 2024, by Chairman Michael G. Warfel. The following trustees were present:

Mr. Thomas Baker (*via Zoom*)

Mr. Brandon Danz

Dr. Saul Fink (*via Zoom*)

Dr. Richard Frerichs

Ms. Bridget Lau

Mr. Rick Rodgers (*via Zoom*)

Dr. Amber Sessoms

Ms. Holly Trego (*via Zoom*)

Rep. Jordan Harris, Ms. Kathryn Ross and Chancellor Daniel Greenstein, *ex officio*, were unable to attend. Also present were:

Dr. Nafez Alyan, *Vice President for Finance and Administration*

Mr. Geoffrey Beers, *CEO, Student Services/Student Lodging, Inc.*

Ms. Jessica Cabibbo, *Student Government Association Vice President*

Dr. Robyn Davis, *APSCUF-MU President*

Dr. Victor DeSantis, *VP for University Relations and Strategic Initiatives (via Zoom)*

Dr. Ronald Frankum, *Professor of History, Faculty Presenter*

Dr. Gail Gasparich, *Senior Vice President for Academic Affairs and Provost*

Mr. Joshua Hartranft, *Chief Technology Officer*

Dr. Aileen Hower, *University Curriculum & Academic Policies Committee Chair*

Ms. Marianna Ladrilleros, *Senior, History Major, Student Presenter*

Mr. Matthew Olphin, *MU Alumni Association President*

Mr. Victor Ramos, *Vice President for Advancement*

Dr. Kemah Washington, *MU Foundation Acting President*

Dr. Mary Beth Williams, *Vice President for Student Affairs*

Dr. Daniel Wubah, *University President*

Upon motion by Dr. Frerichs, the Council of Trustees approved the minutes of the regular meeting of June 5, 2024.

Chairperson's Report

Chairman Warfel welcomed everyone in attendance and noted several upcoming important dates including homecoming, Board of Governor's meetings, and winter commencement. He congratulated trustee, Dr. Brandon Danz, on his recent appointment to the PA State System of Higher Education's Board of Governors.

President's Report

President Wubah reported that the fall semester was off to a good start with improved enrollments and highlighted some recent events. He noted that the PASSHE Chancellor, Daniel Greenstein's, interim successor will be former President of West Chester University, Christopher Fiorentino, who will take over this role on October 13. Information relating the Chancellor's search is now available on the PASSHE website. The President reported that a new Strategic Plan committee has been formed and campus listening sessions will take place this fall semester. He provided an overview of his annual goals and concluded with an athletics update and noted several upcoming events.

Comments

Mr. Matthew Olphin, MU Alumni Association President, reported on new membership and highlighted alumni participation in various campus events, including Homecoming. Dr. Robyn Davis, APSCUF-MU President, expressed uncertainty about the council's role in university life and highlighted the bleak mood among the faculty, citing low morale due to financial cuts, lack of staff replacement, degree moratoriums, and growing demands. She urged the council to recognize the value of Millersville as a liberal arts institution that fosters creative, flexible, and ethical thinkers, emphasizing the irreplaceable role of faculty in shaping the university's identity. Dr. Aileen Hower, Chair of the University Curriculum and Academic Policy Committee, provided an update on the general education review. On behalf of Mr. Tevon Kerr-Hornbaker, Student Government Association President, Ms. Jessica Cabibbo, SGA Vice President, discussed the Dining Services questionnaire, the student activity fee, and various upcoming events. Dr. Kemah Washington, MU Foundation Acting President, reported on the recent audit, the Foundation's portfolio, total assets and new scholarships and endowments. Mr. Beers, CEO for Student Services and Student Lodging, Inc., provided an update on occupancy and rental rates and reported on the Chick-Fil-A project. There were no comments from the general public.

Programs Committee Report

A regular meeting of the Programs Committee was called to order at 4:45 p.m. on Wednesday, September 11, 2024, in Gordinier Hall, McIlwaine Multipurpose Room, by Mr. Brandon Danz, Chairperson. The following members were present:

- Mr. Thomas Baker (*via Zoom*)
- Mr. Geoffrey Beers, *ex officio*
- Dr. Robyn Davis, *ex officio*
- Dr. Richard Frerichs
- Dr. Gail Gasparich, *ex officio*
- Mr. Tevon Kerr-Hornbaker, *ex officio*
- Dr. Amber Sessoms
- Mr. Carlos Wiley, *ex officio*
- Dr. Mary Beth Williams, *ex officio*
- Dr. Daniel Wubah, *ex officio*

Also present was Ms. Pietra Jamison of the Office of the President. The committee discussed several informational items. There were no action items to be brought forth for approval at the Wednesday, September 18, 2024, Council of Trustees public meeting. The Programs Committee meeting adjourned at 5:46 p.m.

Resources Committee Report

A regular meeting of the Resources Committee was called to order at 4:45 p.m. on Wednesday, September 11, 2024, in Gordinier Hall, Old Main Room, by Chairman Michael Warfel. The following members were present:

- Dr. Nafez Alyan, ex officio
- Dr. Victor DeSantis, ex officio
- Dr. Saul Fink (*via Zoom*)
- Mr. Joshua Hartranft, ex officio
- Mr. Matthew Olphin, ex officio
- Mr. Victor Ramos, ex officio
- Dr. Kemah Washington, ex officio

Also present were Ms. Jennifer Hart, Office of the President, and Ms. Robin Zaremski, Director of Visual and Performing Arts. The committee discussed items that appeared in the published agenda for the Wednesday, September 18, 2024, Council of Trustees public meeting and recommended these items be brought forward to the public meeting for full Council approval. The Resources Committee meeting adjourned at 6:04 p.m.

Upon motion by Dr. Frerichs, the Council of Trustees approved the financial report for the current unrestricted fund – educational and general budget projection.

Upon motion by Ms. Lau, the Council of Trustees approved naming the studio in honor of Jason R. Wicht '98 and Theresa A. Wicht '01.

Upon motion by Dr. Sessoms, the Council of Trustees approved the name recognition of the Coach Bill Lauris Memorial Football Scholarship and the Margaret George Thomson Scholarship.

Governance and Nominations Committee

A meeting of the Governance and Nominations Committee was called to order at 6:30 p.m. on Wednesday, September 11, 2024, in Gordinier Hall, Lehr Room, by Dr. Saul Fink, Chairperson. The following members were present:

- Dr. Richard Frerichs
- Dr. Amber Sessoms
- Ms. Bridget Lau
- Mr. Michael Warfel

Dr. Fink advised that the list of 2024-25 committee assignments was posted in the Teams folder for reference. He also noted that the proposed changes to the Council of Trustees bylaws, also posted in the Teams folder, would be moved forth for approval at the December 4, 2024, public meeting.

New Business

Upon motion by Ms. Lau, the Council of Trustees approved the proposed revised meeting schedule for the remainder of the 2024-25 academic year as follows:

12:30 – 1:30 p.m. - Executive Session with lunch or occasional campus tour (*Hybrid format - executive sessions will be held at the in-person meetings as warranted by invitation only.*)

1:45 – 3:00 p.m. – Programs Committee Meetings (*Hybrid format – open to all trustees and the public/sunshine notice*)

3:00 – 4:15 p.m. – Resources Committee Meeting (*Hybrid format - open to all trustees and the public/sunshine notice*)

4:30 – 5:45 p.m. - Public Meeting (*Hybrid format - open to the public/sunshine notice*)

6:00 pm. – Dinner / Reception (*By invitation only*)

Upon motion by Dr. Danz, the Council of Trustees approved the appointment of Dr. Amber Sessoms as the 2024-25 Programs Committee Chair.

Upon motion by Dr. Sessoms, the Council of Trustees approved the reappointment of Ms. Holly Trego as the 2024-25 Resources Committee Chair.

Upon motion by Ms. Lau, the Council of Trustees approved the reappointment of Dr. Saul Fink as the 2024-25 Governance and Nominations Committee Chair.

Other Reports and Information

Mr. Warfel announced that the next public Council meetings will be held on Wednesday, December 4, 2024, in accordance with Council approval on September 18, 2024.

Chairman Warfel declared the meeting adjourned at 6:21 p.m.

Respectfully submitted,



The Honorable Jordan A. Harris
Secretary

V. Programs Committee Report

Dr. Amber Sessoms, Chairperson

A. NO ACTION ITEMS

VI. Resources Committee Report

Ms. Holly Trego, Chairperson

A. **FOR ACTION** – 2023-24 Audited Financial Statements

Proposed Motion:

Move adoption of the following resolution:

Whereas, Clifton, Larson, Allen, LLP was engaged to perform the annual audit of the Millersville University financial statements for the fiscal year ended June 30, 2024.

Whereas, such audit was completed and the final audited financial statement report issued in November 2024 with an unmodified/unqualified opinion.

Whereas, the Resources Committee has reviewed the final report with representatives from Clifton, Larson, Allen, LLP and the Millersville University finance staff.

Resolved, that the Millersville University Council of Trustees hereby accepts the draft of the 2023-24 audited financial statements.

VI. Resources Committee Report

Ms. Holly Trego, Chairperson

B. **FOR ACTION** – Fees for 2025-26

The University administration recommends the following fee structure for the 2025-26 academic year.

Proposed Motions:

Move approval of the report on the increase in student activity fees by 5.9%, which results in a \$9.00 increase per semester for 2025-26.

Move approval of the report on the increase in the Tech Fee by 25% which results in \$60.00 per semester for undergraduate students and \$63.00 for graduate students effective fall 2025.

Move approval of the report on Courses, with a range of \$5 - \$100 per semester for 2025-26.

Move acceptance of the report that all other rates remain the same for 2025-26 as in attachment (A).

2025-26 Summary of Recommended Changes

	Current Semester Fee	Proposed Semester Fee	Change	Percent Change
General & Tech Fee Changes				
Student Activity Fee (Undergrad)	\$153.00	\$162.00	\$9.00	5.88%
Tech Fee (Undergrad)	\$239.00	\$299.00	\$60.00	25.10%
Impact of Changes on Total Fees (Undergrad)	\$8,121.00	\$8,190.00	\$69.00	0.85%
Student Activity Fee (Grad)	\$114.75	\$121.50	\$6.75	5.88%
Tech Fee (Grad)	\$252.00	\$315.00	\$63.00	25.00%
Impact of Changes on Total Fees (Grad)	\$1,595.25	\$1,665.00	\$69.75	4.37%

Note: Graduate assumes 9 credits

Course Fee Changes

Fee Amount Changes

ART 295, ART 296	\$30.00	\$35.00	\$5.00	16.67%
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New Course Fee Additions

ART 306		\$30.00	New	
ART 242		\$25.00	New	
ART 352, ART 353, ART 354, ART 355, ART 452, ART 454, ART 552, ART 554		\$20.00	New	
SPED 101		\$90.00	New	
EDFN 212		\$73.00	New	
NURS 535		\$100.00	New	

* For a full list of the course fees and their descriptions please see course fee section.

All other fees for 2025-26 will remain the same

Attachment A

<u>2025-26 FEES</u>	Current Semester Fee	Proposed Semester Fee	Change	Percent Change
<u>Room/Board</u>				
Room (Villages – most common)	\$4,040.00	\$4,040.00	\$0.00	0.00%
Board (19 Meal Plan)	\$2,375.00	\$2,375.00	\$0.00	0.00%
Total Room and Board	\$6,415.00	\$6,415.00	\$0.00	0.00%
<u>General Fee</u>				
Student Center Maint/Ops	\$258.00	\$258.00	\$0.00	0.00%
Student Activity Fee	\$153.00	\$162.00	\$9.00	5.88%
Shuttle Bus	\$18.00	\$18.00	\$0.00	0.00%
Health Services	\$123.00	\$123.00	\$0.00	0.00%
Student Center Expansion	\$156.00	\$156.00	\$0.00	0.00%
Student Success	\$351.00	\$351.00	\$0.00	0.00%
Academic Support	\$408.00	\$408.00	\$0.00	0.00%
Total General Fee	\$1,467.00	\$1,476.00	\$9.00	0.61%
Tech Fee	\$239.00	\$299.00	\$60.00	25.10%
TOTAL FEES & Room/Board (U)	\$8,121.00	\$8,190.00	\$69.00	0.85%
Academic Support (G)	\$549.00	\$549.00	\$0.00	0.00%
Tech Fee (G)	\$252.00	\$315.00	\$63.00	25.00%
TOTAL FEES (G)	\$1,595.25	\$1,665.00	\$69.75	4.37%
Note: Graduate assumes 9 credits				

MISCELLANEOUS FEES (Recommendation for 2025-26)

<u>Fee</u>	Current Rate	Proposed Rate	Change	Percent Change
Degree	\$30.00	\$30.00	\$0.00	0.00%
Transcript – Standard	\$7.55	\$7.55	\$0.00	0.00%
Transcript – Same Day	\$10.00	\$10.00	\$0.00	0.00%
Room Deposit	\$200.00	\$200.00	\$0.00	0.00%
Return Check	\$35.00	\$35.00	\$0.00	0.00%
Advance Deposit:				
Full-Time	\$150.00	\$150.00	\$0.00	0.00%
Part-Time	\$150.00	\$150.00	\$0.00	0.00%
Application Fee (G)	\$40.00	\$40.00	\$0.00	0.00%

Attachment A (continued)

<u>Housing Unit Room Rates</u>				
	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Change</u>	<u>Percent Change</u>
<u>Villages Room Rates (MU)</u>				
2 Bed/1 Bath Single Semi-Suite	\$4,555.00	\$4,555.00	\$0.00	0.00%
2 Bed/2 Bath Double Suite	\$4,555.00	\$4,555.00	\$0.00	0.00%
2 Bed/2 Bath Double Semi-Suite	\$4,040.00	\$4,040.00	\$0.00	0.00%
1 Bed/1 Bath Double Semi-Suite	\$4,040.00	\$4,040.00	\$0.00	0.00%
Pod Single	\$4,525.00	\$4,525.00	\$0.00	0.00%
Private Suite	\$4,675.00	\$4,675.00	\$0.00	0.00%
<u>Shenks Hall Room Rates (Lease with SLI)</u>				
A Suites	\$4,466.00	\$4,466.00	\$0.00	0.00%
B Suites - Single	\$4,466.00	\$4,466.00	\$0.00	0.00%
B Suites - Double	\$4,108.00	\$4,108.00	\$0.00	0.00%
C Suites	\$3,894.00	\$3,894.00	\$0.00	0.00%
D Suites	\$4,108.00	\$4,108.00	\$0.00	0.00%
<u>Bard Hall Room Rates (MU)</u>				
Single	\$3,450.00	\$3,450.00	\$0.00	0.00%

VI. Resources Committee Report

Ms. Holly Trego, Chairperson

C. **FOR ACTION** – University External Financial Support Resolution

In compliance with the Board of Governors Policy, Millersville University has established relationships with various affiliated organizations in order to develop independent sources of financial support. These organizations, which exist solely for the benefit of the University, are required to provide a copy of an annual external audit, make a financial contribution to the University or provide similar benefits on a regular basis. Board of Governors Policy 1985-04 requires annual certification of these relationships.

Proposed Motion:

Move that the Council of Trustees of Millersville University of Pennsylvania, upon recommendation of the President, hereby certifies as per Board of Governors Policy 1985-04 that the following organizations make a financial contribution to the University or provide similar benefits on a regular basis:

- The Millersville University Foundation, Inc.
- The Millersville University Alumni Association, Inc.
- Student Services, Inc.
- Student Lodging, Inc.

VI. Resources Committee Report

Ms. Holly Trego, Chairperson

D. **FOR ACTION** – Receipt of Estate Gifts

The United States Securities and Exchange Commission has recently adopted regulatory changes that will require the Millersville University Council of Trustees to approve the receipt of estate gifts at every other quarterly Council public meeting.

In order to receive gifts, each Executor requires a blanket approval by the Millersville University Council of Trustees authorizing the University's Vice Presidents for Advancement and Finance and Administration to sign and receive estate gifts on behalf of Millersville University.

Proposed Motion:

Move approval of the authorization to allow the Vice Presidents for Advancement and Finance and Administration to sign and receive estate gifts on behalf of Millersville University.

VI. Resources Committee Report

Ms. Holly Trego, Chairperson

E. **FOR ACTION** – Millersville University Foundation Endowments

- Paul T. Schleyer '76 Memorial Scholarship
- Dan Horan and Mike Murphy Endowed Football Scholarship
- The Charles Raymond Shaw Journalism Scholarship

Proposed Motion:

Move approval of the name recognition of the above-mentioned scholarships, endowments or programs.

VII. Governance and Nominations Committee

Dr. Saul Fink, Chairperson

A. **FOR ACTION** – Proposed Revisions to the Millersville University Council of Trustees Bylaws

A copy of the revised policy has been posted to Teams.

Proposed Motion:

Move approval of the proposed revisions to the Millersville University Council of Trustees bylaws.

B. **FOR ACTION** – Annual Review of Presidential Leadership

Whereas, the Chancellor of the Pennsylvania State System of Higher Education has requested that the Council of Trustees of Millersville University of Pennsylvania conduct an annual review of the leadership of President Daniel A. Wubah; and

Whereas, The Council has conducted such a review in accordance with the Policy Guidelines of the Pennsylvania State System of Higher Education; therefore, be it

Resolved, That the Council of Trustees of Millersville University of Pennsylvania recommends that the Board of Governors does authorize the Chancellor to extend the employment agreement of Dr. Daniel A. Wubah as President of the University according to Board of Governors' policies and guidelines.

Proposed Motion:

Move approval of the above presidential evaluation resolution.

VIII. Other Reports and Information

Mr. Michael G. Warfel, Chairman

A. Date for Next Committee Meetings - Information

The date for the next committee and regular public meetings of the Council of Trustees is Wednesday, March 5, 2025, in accordance with Council approval on September 18, 2024.

IX. Adjournment