

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
NOVEMBER 18, 2020, 6:00 PM**

**Voting Members Present:**

John Held	President
Joyce King	President Elect
Bill Martin	Treasurer
Matt Olphin	Secretary
Leslie Arnold	Member
Charece Collins	Member
Kathy Focht	Member
Amy Hoffman	Member
Lori Johnson-Negron	Member
Kiefer Luckenbill	Member
Tamika Mack	Member
Dave Malley	Member
Cameron Martin	Member
Derrick McCutchen	Member
Danielle Prokopchak	Member
Donna Randolph	Member
Stefanie Roberto	Member
David Shafer	Member
Morgan Speakman	Member
Rebecca Tassone	Member
Cheryl Youtz	Member

**Voting Members Not Present:**

Monika Buchanan	Member
Moses Mitchell	Member
Timika Tyson	Member
Mark Phillips	Member

**Advisory Members and Guests Present:**

Dr. Daniel Wubah	University President
Victor Ramos	Vice President for Advancement
Alice McMurry	Assoc. Vice President for Advancement
Mike Henry	Immediate Past President
Gabrielle Buzgo	Interim Director of Alumni Engagement
Corinna Linn	Dir. Development & Alumni Comm.
Jennifer McMorris	Alumni Engagement
Holly Winegar	Student Alumni Association
John Smith	Student Government President
Jennifer Bertolet	Grants, Nominations, and Rewards Chair

**Advisory Members and Guests Not Present:**

Evan King	Finance Committee
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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 6:00 PM.

Held welcomed all special guests. No meeting date set for February due to concerns over meeting in person. The Executive Committee will plan a meeting date and time and announce to the Board. Supporting students was a conversation at the September meeting, so the Board is making a \$10,000 donation to the EPPIC Compassion Fund – with thanks to the Financial Planning Committee for helping the Board be in a good position to be able to make this gift.

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

Matt Olphin monitored attendance by those identified as signing in on the virtual meeting platform and verified those in attendance. All members were in attendance except Monika Buchanan, Moses Mitchell, Mark Phillips, and Timika Tyson.

3. **ALLOWANCE OF VOICE VOTES**

On a motion made by **Amy Hoffman**, seconded by **Donna Randolph**, it was resolved to approve the use of voice votes for all matters and decisions not financially related. Motion carried.

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

The Board reviewed the minutes of the meeting held on September 22, 2020. On a motion made by **Cheryl Youtz**, seconded by **Derrick McCutchen**, it was resolved to approve the minutes of the Board of Directors meeting held on September 22, 2020. Motion carried.

5. **REVIEW AND APPROVAL OF THE QUARTERLY FINANCIAL REPORT FOR THE PERIOD ENDING SEPTEMBER 30, 2020**

The Board reviewed the quarterly financial report for the period ending September 30, 2020.

On a motion made by **Dave Shafer**, seconded by **Cameron Martin**, it was resolved to approve the quarterly financial report for the period ending September 30, 2020. Motion carried.

6. **REVIEW AND APPROVAL OF ANNUAL FINANCIAL AUDIT**

The Board reviewed the annual financial audit.

On a motion made by **Charece Collins**, seconded by **Amy Hoffman**, it was resolved to approve the quarterly financial report for the period ending September 30, 2020. Motion carried.

**7. UNIVERSITY REPORT**

Dr. Wubah is excited for campus to re-open in the future and welcome everyone back. Students will leave campus at the end of the week and then resume classes online after Thanksgiving. Classes will resume online November 30<sup>th</sup> and finals will be online as well. Winter classes will start on schedule but 100% online. Spring Semester will start on schedule but using the same modality as the Fall – about 78% online and remainder will be hybrid or face to face. Breaks during semester will be provided instead of not providing breaks – Millersville realized that the students need breaks. Spring Semester will see several one day breaks given to students and faculty.

COVID 19 – currently 11 active cases and 95 since August. Millersville is doing well compared to other PASSHE campuses. Wubah credited faculty and students for these low numbers. Most positive cases have been related to off campus individuals.

Middlestates Re-Accreditation Commission report was received, no requirements were provided, Millersville passed “with flying colors”, and only a few suggestions were provided which can easily be addressed. February meeting with the Commission is where Millersville will receive final notification of re-accreditation for the next eight years. The new accreditation cycle will begin February 2021.

The PASSHE Board of Governors has affirmed the system’s efforts to continue planning for the integration of six universities out of the existing fourteen. Millersville is not one of these as the University is financially stable. There are two sets of Universities being integrated – one set in western PA and one set in northeastern PA. These are: Clarion, California University, and Edinboro in the west and Bloomsburg, Mansfield, and Lock Haven in the northeast. When integration is complete – each set will have one / combined leadership structure, e.g. one President, in order to save money. Next step is to develop an implementation plan and present it to the PASSHE Board of Governors in April 2021. The public will have 60 days to comment on the plan. The goal is to start the implementation process in July 2021 with the first set of students starting under the new implementation structure in the Fall of 2021.

The PASSHE Chancellor had a virtual visit with the campus on October 21, and met with faculty, staff, students, cabinet, and trustees. He had very positive comments on Millersville’s performance.

Next Council of Trustees meeting will take place on December 9<sup>th</sup>. At this meeting the Council will endorse the new strategic plan, called Tradition and Transformation. This will be the new strategic plan for 2020-2025.

Divine Nine Plots project on track to be completed by Thanksgiving. Wubah is very proud of the students for making this work. Millersville and Cheyney are the only schools with Divine Nine Plots.

Pedagogy Plus is being launched for Faculty to develop skills in online instruction. This is a two day workshop. Professional development is a continuous process and this will help faculty engage with students.

Dr. Wubah met with the University's ODK circle – leadership honor society – Omicron Delta Kappa. ODK is one of the four leading honor societies. Millersville is the second PASSHE University, along with West Chester, to have a circle of ODK and one of only 300 total circles in the Country.

Dave Shafer thanked Dr. Wubah for his leadership.

Donna Randolph asked for clarification on the PASSHE Universities being integrated and for more information on ODK. Wubah stated that engaging with ODK helps him to hear from students directly, “without a filter.”

John Held asked about integrations and considerations for thoughts and feelings from alumni from those schools. Wubah stated that many items still need to be considered – including what to do with Councils of Trustees and University names.

Tamika Mack asked if any other Universities will be integrated in the future. Wubah stated that currently no other Universities are being targeted. These integration moves are to help make sure these campuses are financially sustainable and will survive. Bloomsburg is fine right now, but since they are so close to the other two Universities it makes sense to merge the three.

Amy Hoffman stated that PASSHE has a FAQ to address many frequently asked questions. Hoffman asked if the plan is to continue to operate all of the campuses up for integration. Wubah stated that these campuses will continue to operate and that currently it would cost \$250 million to shut down a campus and this is not an option for PASSHE. These campuses needed to stay in these regions to provide higher education options for the students in these areas. There are no plans to shut down these Universities.

Held thanked Wubah for his leadership, answering questions, and attending our meeting.

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

Victor Ramos, Vice President for Advancement.

Advancement will focus on marketing efforts. There are nine newly approved programs within 1.5 years. Ramos will share the list for the Board to review. We should see additional marketing in the community focusing on these programs. Working on partnerships with WGAL and Brainbusters. Millersville will be sponsoring the Epic question of the week on Brainbusters.

Executive Trend Report was reviewed. With respect to giving, there has been some uncertainty with donors given current events and hopefully prior to the end of the year donors will start giving. Giving is slightly behind the same point last year.

Campaign Report – currently at \$60.6 million – which is 190% of original \$32 million goal. Early in the spring semester the goal will be extended and the campaign extended until 2023.

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

**Alumni Engagement:** Amy Hoffman reported for the committee.

Engagement and Events Committees combining efforts. Committee met for brainstorming and met with Kathy Focht (Events Committee) to make a plan to go forward. Also talking to Alumni Engagement staff to discuss work and logistics. Spring semester to target activities and events.

Kathy and Amy expressed interest for all of the ideas generated and also very happy with ideas from Alumni Engagement Office.

**Financial Planning:** Bill Martin and Gabrielle Buzgo reported for the committee.

Bill Martin indicated no meetings from this committee. MUAA also donated to the Steve DiGuiseppe endowment. We should also revisit the legacy scholarships in the future. January or February 2021 we will start to look at the next fiscal year.

Gabrielle commented on Steve DiGuiseppe – class of '82 and retired after about 30 years as an employee. Steve recently established an endowment which MUAA provided a \$5,000 gift.

Class of December 2020 – we will be sending tassels and congratulatory letters, like we did for the class of May 2020. These tassels will be sent via mail the week of graduation / first week of December.

Donna Randolph asked if the December 2020 graduates know about the tassels. Buzgo commented that we try and surprise the graduates and send the tassels as close to graduation as possible.

Amy Hoffman asked if tassels would be sent to graduating graduate students. Buzgo commented that this is a budget issue and needs to be considered.

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

No meeting to date and will be meeting soon.

**Scholarships, Grants, and Awards:** Jennifer Bertolet reported for the committee.

Bertolet reported that two applications for the Neimeyer-Hodgson were received. Plan to meet with the committee the beginning of December. Unfortunately, two is a small number of applications but COVID is likely a cause for the limited applications. The committee would like to promote awareness for the award to generate more applications in the future. The committee was concerned about what happens to unused funds especially if some of the projects can't happen due to pandemic restrictions.

Alice McMurry reported that, regarding the rewards, when funds are provided the money is placed into a Millersville account, and spent funds must have receipts provided and unspent funds are returned. This is handled by the Office of Grants and Sponsored Research. Bertolet indicated that the award criteria indicated funds may be provided directly to the student. McMurry reported that approximately five or six years ago, due to changing IRS rules, funds are no longer given directly to students. Buzgo will work with McMurry to update the criteria and provide the committee with updated copy. The committee is also concerned about the number of projects that seem to be coming from faculty and not students – and that faculty may be trying to fund their own research.

Donna Randolph asked about awards being earmarked for students of color. Bertolet commented on the basics of the Neimeyer-Hodgson award. Buzgo indicated that University wide all research applications are down by 50% because of the learning environment created by the pandemic.

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

Joint with Alumni Engagement Committee – see report above.

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

No meetings to date. Joyce requested that all chairs keep meeting minutes to help come election time to analyze incumbent participation in meetings. Please return “We Will” statements – Buzgo reported that three are outstanding. Joyce will be scheduling a meeting to start planning for 2021 elections.

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

Joyce attended the most recent meeting. The meeting started with a presentation by a student in a Master’s program and how help from the University made a difference in his life.

John Held commented on past student presentations we had for Board Members to meet students whom received Alumni gifts. We should think about this for the February meeting.

**Affinity Committee (Ad Hoc):** Tamika Mack reported for the committee.

No meetings to date, will be communicating back to committee for future meeting dates. Have already determined that groups will operate through the Office of Alumni Engagement.

Donna Randolph asked how many affinity groups there are and what are the names. Mack reported that the initial goal was to create a framework to help people form and run individual groups. The black alumni group and LGBTQ groups were in existence and used as a pilot group. The former Marauder Pride Network was in existence so this framework will be morphed into the process to support specific Alumni Networks. Examples of naming conventions in the future will be... Millersville University “Black” / “Band” / “LGBTQ” Alumni Network will be the naming convention. Joyce King commented that the intent is to continue with the connections students made in school after graduation. This will help to

engage and connect with recent graduates who may engage more with people who are more closely related to their own interests versus feeling uncomfortable engaging with the larger MUAA.

**Student Alumni Association:** Holly Winegar reported for the SAA.

Holly Winegar reported that the group has not been able to do much this semester. Amy Hoffman came to speak a few weeks in the past. The end of this week, Friday night, will be a trivia night at @ 7:00 PM. This trivia night is open to all.

**Student Government Association:** John Smith reported for the committee.

John Smith reported that the Student Government Association continues to work with academics, resident halls, and dining. The group continues to give out donations and trying to switch to a 501 3 c. The Millersville SGA is the only SGA in PASSHE that is not a 501 3 c. Will be voting on this in the future. This change will help with giving back to students and the University.

## 9. ALUMNI ENGAGEMENT REPORT

Gabrielle Buzgo provided the report for Alumni Engagement.

The Office is relying on digital and virtual engagement – which is increasing online presence and reach even more alumni. Annual Office engagement goals are 2,000 new alumni each year with the current count at 387 new alumni. Total alumni engagements are currently 1,407.

Homecoming from home saw 130 kits sold. Miles for Marauders raised over \$5,000 with 187 participants over 17 states.

Recent / Upcoming Events... Trivia – can you believe that happened at MU was held on 11/17/2020. Glorious Sounds of the Seasons – the Tell school of music is creating a virtual performance. There will be a performance over 12 days starting the first week in December. Virtual holiday cookie exchange will be happening to create a free receipt book. Holiday ‘VILLE-age – holiday house driving tour. Tassels for 2020 December seniors.

Board member election applications are due January 21. Alumni award nominations are due February 23. These awards are: Distinguished, Outstanding Service, Young Alumni Achievement, and Honorary.

Encourage and get people to participate. Use own social meeting accounts to encourage alums to get involved.

Donna Randolph asked several questions. Can Board members be Millersville Employees? No, board members can not be employees. When is Glorious sounds? This will be the first twelve days December. A link for accessing the performances will go out soon. There is no cost to attend virtual performances but

donations are appreciated as this was a major fundraiser in the past. Is Made in Millersville happening? Yes, requests for applications just went out. This is usually held in April.

**10. OLD BUSINESS**

No Old Business to discuss.

**11. NEW BUSINESS**

Kathy Focht recognized Gabrielle Buzgo for all her hard work.

**12. FINAL REMARKS / ANNOUNCEMENTS**

Donna Randolph commented on the social justice summit that has been meeting once a month since September. Visit the website and consider being involved in a meeting. Randolph is also concerned about our students of color on campus regarding food insecurity and homelessness and worries that there is not enough of a network for these students. Victor Ramos commented on a few initiatives underway and will provide a summary of these initiatives to the Board. Alice McMurry commented on another group – Millersville Concerned Women. Amy Hoffman provided a brief overview of the Campus Cupboard and what it is and what it does.

**13. NEXT MEETING**

The next Board of Directors meeting is scheduled for **February 16, 2021 at 6pm via Zoom.**

**14. 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 7:42 p.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