

**MILLERSVILLE UNIVERSITY
COUNCIL OF TRUSTEES**

**SCHEDULE OF ACTIVITIES
SEPTEMBER 2022**

C.O.T. Committee Meetings		Wednesday, September 14, 2022
3:30 p.m.	Resources Committee Meeting <i>(by invitation only)</i>	Clipper Magazine Stadium Lexus Suite, 2 nd floor
3:30 p.m.	Programs Committee Meeting <i>(by invitation only)</i>	Clipper Magazine Stadium Lexus Suite, 2 nd floor
4:45 p.m.	Plenary Session/Dinner <i>(by invitation only)</i>	Clipper Magazine Stadium Lexus Suite, 2 nd floor

C.O.T. Public Meeting		Wednesday, September 21, 2022
5:00 p.m.	Regular Council Meeting <i>(meeting open to the public)</i>	Lehr Room & via Zoom (If you wish to join via Zoom, please email Jennifer.Hart@millersville.edu for the link.)
~6:15 p.m.	Council Dinner <i>(by invitation only)</i>	Lehr Room

MILLERSVILLE UNIVERSITY OF PENNSYLVANIA

COUNCIL OF TRUSTEES MEETING
Wednesday, September 21, 2022

AGENDA-AT-A-GLANCE

- I. **FOR ACTION** - Minutes of the regular meeting of June 15, 2022
Mr. Michael G. Warfel, Chairman

- 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 – Ms. Joyce King
 - B. APSCUF - MU President – Dr. Kelly Banna
 - C. Faculty Senate President – Prof. Jeri L. Robinson
 - D. Student Senate President – Ms. Lindsay A. Griffiths
 - E. Millersville University Foundation President – Mr. Joseph Garner
 - F. Student Services, Inc. CEO/General Manager – Mr. Geoffrey E. Beers
 - G. General Public

- V. Programs Committee Report / Mr. Brandon Danz, Chairperson
 - A. **FOR ACTION** – Emeritus Status
 - B. **INFORMATION** – Student Presentation - Precious Plastics for the Society of Manufacturing Engineering

- VI. Resources Committee Report / Ms. Kathryn Ross, Chairperson
 - A. **FOR ACTION** – Millersville University Budget

- VII. Governance and Nominations Committee / Dr. Saul Fink, Chairman
 - A. **INFORMATION** – 2022-23 Trustee Committee Appointments

- VIII. New Business / Mr. Michael G. Warfel, Chairman
 - A. **INFORMATION** – Revisions to the Emeritus Status Policies
 - B. **FOR ACTION** – Programs Committee Chairperson
 - C. **FOR ACTION** – Resources Committee Chairperson
 - D. **FOR ACTION** – Governance and Nominations Committee Chairperson
 - E. **FOR ACTION** - Board of Governors' Policy 1983-14-A -- Appointing Interim and Acting Chief Executive Officers
 - F. **FOR ACTION** – Administrative Emeritus Status for Mr. Dwight Horsey

- IX. Other Reports and Information
 - A. Date for Next Committee Meetings – Information
 - B. Date for Next Regular Meeting – Information

- X. Adjournment

MILLERSVILLE UNIVERSITY COUNCIL OF TRUSTEES

Millersville, Pennsylvania
Wednesday, June 15, 2022

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, June 15, 2022, by Chairman Michael G. Warfel. The following trustees were present:

Mr. Thomas J. Baker (*via Zoom*)
Mr. Brandon W. Danz
Dr. Saul W. Fink (*via Zoom*)
Dr. Richard L. Frerichs
Rep. Jordan A. Harris (*via Zoom*)
Mr. Rick Rodgers (*via Zoom*)
Dr. Amber M. Sessoms (*via Zoom*)
Ms. Holly L. Trego (*via Zoom*)
Ms. Madison N. Whitcomb (*via Zoom*)

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

Dr. Kelly M. Banna, *APSCUF-MU President*
Mr. Geoffrey E. Beers, *CEO, Student Services/Student Lodging, Inc.*
Mr. Guilbert L. Brown, *Vice President for Finance and Administration*
Dr. Victor S. DeSantis, *Vice President for External Relations and Chief of Staff*
Dr. Gail Gasparich, *Provost and Vice President for Academic Affairs*
Mr. Joseph W. Garner, *MU Foundation President (via Zoom)*
Ms. Lindsay Griffiths, *Student Government Association President*
Mr. Joshua Hartranft, *Interim Chief Technology Officer*
Ms. Joyce King, *MU Alumni Association President (via Zoom)*
Mr. Victor E. Ramos, *Vice President for Advancement*
Mr. Thomas Richardson, *Interim Vice President for Student Affairs and Enrollment Management*
Prof. Jeri Robinson, *Faculty Senate Chair (via Zoom)*
Dr. Daniel A. Wubah, *University President*

Upon motion by Mr. Baker, the Council of Trustees approved the minutes of the regular meeting held on March 30, 2022.

Chairperson's Report

Mr. Warfel welcomed everyone in attendance including newly appointed Student Government Association President, Ms. Lindsay Griffiths. He thanked Vice President for Finance and Administration, Mr. Gil Brown, who retires in early July for his service to the University. Chairman Warfel reminded everyone of several upcoming events and announced that an executive session would be held just prior to adjourning the public meeting in order to discuss personnel and legal matters.

President's Report

President Wubah thanked retiring Vice President for Finance and Administration, Mr. Gil Brown, for his service. He reflected on events of the spring semester including Made in Millersville, the May commencement ceremonies, All-Employee Barbeque and the Legislative Breakfast. He offered an update on key university organizational structure changes including the creation of an Enrollment Management unit, moving Athletics to Academic Affairs and Dining and Catering Services to Student Affairs, and the creation of the Student Success Network. The President reminded everyone that Mr. Carlos Wiley, incoming Chief Diversity and Inclusion Officer and Dr. Mary Beth Williams, incoming Vice President for Student Affairs, will be joining the university in July. In addition, he reported that the Imagine the Possible Campaign has exceeded its goal and offered several athletics highlights. He concluded with a brief COVID-19 update.

Comments

Ms. King, MU Alumni Association President, provided an update on member elections, diversity and equity training for new members, and budget related matters. Dr. Banna, APSCUF-MU President, discussed the revised tenure process and addressed several issues that could be improved upon in order to enhance faculty morale. Professor Jeri Robinson, Faculty Senate Chairperson, reported on course and new curriculum proposals. Ms. Griffiths, Student Government Association President, discussed their communication plan and community volunteer initiatives. Mr. Garner, MU Foundation President, reported on total assets and new scholarships and endowments. Mr. Beers, CEO for Student Services and Student Lodging, Inc., provided information relating to apartment occupancy, maintenance projects and the retirement community and medical office building initiatives. 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, June 8, 2022, by Mr. Brandon W. Danz, Chairperson. The following members were present:

- Dr. Kelly M. Banna, ex officio (*via Zoom*)
- Mr. Thomas J. Baker (*via Zoom*)
- Mr. Geoffrey E. Beers, ex officio
- Dr. Victor S. DeSantis
- Dr. Richard L. Frerichs
- Dr. Gail Gasparich, ex officio
- Ms. Lindsay Griffiths, ex officio
- Mr. Thomas J. Richardson, ex officio
- Prof. Jeri L. Robinson, ex officio (*via Zoom*)
- Dr. Amber M. Sessoms
- Ms. Madison N. Whitcomb

Also present were Mr. Carlos Wiley, incoming Chief Diversity and Inclusion Officer and Dr. Mary Beth Williams, incoming Vice President for Student Affairs. The committee discussed items which appeared in the published agenda for the Wednesday, June 15, 2022, Council of Trustees public meeting and recommended these items be brought forward to the public meeting for full Council approval. The Programs Committee meeting adjourned at 6:04 p.m.

Upon motion by Dr. Fink, the Council of Trustees approved emeritus status for Drs. Thomas Bell, Barry David, Behnam Nakhai, Michael Nolan and Marilyn Parrish.

Resources Committee Report

A regular meeting of the Resources Committee was called to order at 4:45 p.m. on Wednesday, June 8, 2022, by Ms. Holly Trego, who was serving as the Interim chairperson in Ms. Kathryn Ross' absence. The following members were present:

Mr. Guilbert L. Brown, ex officio
Dr. Saul W. Fink (*via Zoom*)
Mr. Joshua Hartranft, ex officio
Mr. Victor E. Ramos, ex officio
Mr. Rick Rodgers (*via Zoom*)
Mr. Michael G. Warfel, ex officio
Dr. Daniel A. Wubah, ex officio

Also present was Ms. Jennifer Hart, Office of the President. The committee discussed items which appeared in the published agenda for the Wednesday, June 8, 2022, 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 6:11 p.m.

Upon motion by Dr. Sessoms, the Council of Trustees approved authorization to allow the Vice Presidents for Advancement and Finance and Administration to sign and receive estate gifts on behalf of Millersville University.

Upon motion by Representative Harris, the Council of Trustees approved name recognition of the Jean M. Romig Violin and Viola Scholarship in Memory of Karl & Pauline Romig*; George R. Anderson Mathematics Scholarship Endowment*; The Thomas A. Kloss '65 and Mrs. Carol M. Kloss Scholarship*; Thaddeus "Tad" Leigh Eshleman Memorial Scholarship*; Stephen and Veronica Kepchar, Jr. Housing Scholarship*; Phil and Betty Loht Housing Scholarship*; Ross H. Coulson '71 Scholarship*; Ronald K. Good '59 Scholarship*; Judy and Doc Anttonen Women's Cross Country Scholarship*; Mark Hartland Memorial Baseball Scholarship; Dr. Carol Flinchbaugh Women's Basketball Scholarship; and the Joseph '90 and Elizabeth '91 Garner Marauder Fund Scholarship Endowment. Endowments marked with an * have also reached threshold since the last Council of Trustees meeting.

Governance and Nominations Committee

Mr. Warfel called upon Dr. Fink to submit the Governance and Nominations Committee report and the following slate of officers was approved for the academic year 2022-23:

Mr. Michael G. Warfel, Chairman
Dr. Richard L. Frerichs, Vice Chairman
Representative Jordan A. Harris, Secretary

New Business

Upon motion by Mr. Danz, the Council of Trustees approved the proposed 2023 Council of Trustees' meeting dates.

Upon motion by Mr. Danz, the Council of Trustees approved administrative emeritus status for Dr. George Drake.

Upon motion by Mr. Danz, the Council of Trustees approved administrative emeritus status for Mr. Steven DiGuiseppe.

Upon motion by Dr. Frerichs, the Council of Trustees approved administrative emeritus status for Mr. Patrick Weidinger.

Upon motion by Dr. Sessoms, the Council of Trustees approved a resolution of appreciation for Mr. Guilbert Brown.

Other Reports and Information

Mr. Warfel announced that the next committee meetings will be held Wednesday, September 14, 2022, and the next regular meeting will be held Wednesday, September 21, 2022, in accordance with Council approval on June 16, 2021.

Upon motion by Dr. Frerichs, the Council of Trustees recessed at 6:23 p.m. for an executive session to discuss personnel and legal matters. The public meeting was reconvened at 6:40 p.m.

Chairman Warfel declared the meeting adjourned at 6:40 p.m.

Respectfully submitted,



The Honorable Jordan A. Harris
Secretary

V. Programs Committee Report (continued)

Mr. Brandon Danz, Chairperson

Dr. Kelsey Backels received extensive training in disaster mental health and critical incident stress management and used this expertise to comfort those who have experienced a tragedy, volunteering on the Lancaster County Critical Incident Stress Management Team, and serving as an adjunct faculty for Millersville's Center for Disaster and Research Education on Critical Incident Stress Management (CISM); and

Dr. Kelsey Backels was the coordinator for the University's Emergency Counseling Team, one of the founding members of the University's Threat Assessment Team (today called the Behavioral Intervention Team) serving on the executive committee until her retirement, and was a core member on the First Alert Team for the Division of Student Affairs and Enrollment Management; and

Dr. Kelsey Backels is the founder of the highly successful pet therapy outreach program at Millersville University and contributed to research examining the positive health benefits of incorporating therapy dogs on college campuses.

Therefore, the department of Counseling and Human Development recommends that Dr. Kelsey Backels be granted the honorary title of Professor of Counseling and Human Development Emeritus.

Proposed Motion:

Move approval of granting faculty emeritus status to Dr. Kelsey Backels.

V. Programs Committee Report (continued)

Mr. Brandon Danz, Chairperson

B. **INFORMATION** – Student Presentation - Precious Plastics for the Society of Manufacturing Engineering

VI. Resources Committee Report

Ms. Kathryn Ross, Chairperson

- A. **FOR ACTION** – Millersville University Budget
The University's Current Unrestricted Fund – Educational and General Budget Projection 2022-23 Original Budget is in good order (see pgs. 12-14).

Proposed Motion:

I move approval of the financial report for the Current Unrestricted Fund - Educational and General Budget Projection.

VI. Resources Committee Report

Ms. Kathryn Ross, Chairperson

	Proposed FY23 Budget	FY23 Proposed Budget Compared to FY22 Actual (incr/(decr))		
		FY22 Actual	\$	%
Revenues				
Gross Tuition and Fees	76,010,542	77,245,715	(1,235,173)	-1.6%
Less Institution Aid/Bad Debts	(3,435,174)	(3,077,020)	(358,154)	11.6%
Net Tuition and Fee Revenue	72,575,368	74,168,695	(1,593,327)	-2.1%
General State Appropriations	42,325,025	36,008,794	6,316,231	17.5%
Federal and State COVID/Success Funding	-	8,523,426	(8,523,426)	-100.0%
All Other E&G Revenue	4,368,260	3,416,893	951,367	27.8%
Total E&G Revenues	119,268,653	122,117,808	(2,849,155)	
Expenditures				
Salaries and Benefits	98,489,705	95,180,485	3,309,220	3.5%
Non-Plant Operations	17,578,635	19,380,877	(1,802,242)	-9.3%
Student Aid	97,796	(182,675)	280,471	-153.5%
Plant Operations	4,772,309	4,124,760	647,549	15.7%
Debt Service	1,520,600	1,571,961	(51,361)	-3.3%
Transfers	4,514,931	5,390,353	(875,422)	-16.2%
Auxiliary and Other Reimbursed Costs	(3,745,404)	(3,881,530)	136,126	-3.5%
Total Expenditures before Carryforwards	123,228,572	121,584,231	1,644,341	1.4%
Carryforwards Offsetting Expenditures	(5,668,595)	(1,983,964)	(3,684,631)	185.7%
Net Expenditures After Carryforwards	117,559,977	119,600,267	(2,040,290)	-1.7%
Net before Future Commitment Reserves and Use of Contingency and One-Time Funds				
	1,708,676	2,517,541	(808,865)	-32.1%
Reserves for Future Commitments	(1,602,096)	(2,334,274)	732,178	-31.4%
Net	106,580	183,267	(76,687)	

	Proposed FY23 Budget	FY23 Proposed Budget Compared to FY22 Actual (incr/(decr))		
		FY22 Actual	\$	%
Expenditures (functional categories)				
Instruction	54,377,668	53,384,743	992,925	1.9%
Research and Public Service	627,731	572,540	55,191	9.6%
Academic Support	10,448,830	9,915,511	533,319	5.4%
Student Services	16,024,924	17,892,391	(1,867,467)	-10.4%
Institutional Support	30,846,640	30,379,984	466,656	1.5%
Operations and Maintenance of Plant	14,550,387	13,503,267	1,047,120	7.8%
Student Aid	97,796	(182,675)	280,471	-153.5%
Auxiliary and Other Reimbursed Costs	(3,745,404)	(3,881,530)	136,126	-3.5%
Total E&G Expenditures Before Carryforwards	123,228,572	121,584,231	1,644,341	1.4%
Carryforwards Offsetting Expenditures	(5,668,595)	(1,983,964)	(3,684,631)	185.7%
Net Expenditures After Carryforwards	117,559,977	119,600,267	(2,040,290)	

VI. Resources Committee Report

Ms. Kathryn Ross, Chairperson

FY23 Proposed Budget Compared to FY22
Actual (incr/(decr))

	Proposed FY23 Budget	FY22 Actual	\$	%
Revenues				
Gross Operating Revenues	32,237,040	30,301,872	1,935,168	6.4%
COVID Funding	-	1,300,000	(1,300,000)	-100.0%
Total Revenues	32,237,040	31,601,872	635,168	2.0%
Expenditures				
Salaries and Benefits	6,670,475	5,901,753	768,722	13.0%
Non-Plant Operational	11,022,070	10,144,604	877,466	8.6%
Indirect Costs for Services	3,769,235	3,903,985	(134,750)	-3.5%
Plant Operations	2,661,510	2,396,130	265,380	11.1%
Debt Service	6,172,725	6,054,707	118,018	1.9%
Total Operating Expenditures	30,296,015	28,401,179	1,894,836	6.7%
Net before Transfers	1,941,025	3,200,693	(1,259,668)	
Transfers and SLI Profit Sharing	(1,646,320)	(1,974,341)	328,021	-16.6%
Net after Transfers	294,705	1,226,352	(931,647)	

Auxiliary Operations by Area

Dining and Conference Services

Revenues				
Gross Revenues	10,764,325	9,543,665	1,220,660	12.8%
COVID Funding and Other Revenue	-	1,300,000	(1,300,000)	-100.0%
Total Revenues	10,764,325	10,843,665	(79,340)	
Expenditures				
Salaries/Benefits	4,386,650	4,060,141	326,509	8.0%
Non-Plant Operational	4,524,862	4,076,581	448,281	11.0%
Indirect Costs for Services	1,124,675	1,142,410	(17,735)	-1.6%
Plant Operations	400,383	336,477	63,906	19.0%
Debt Service	459,685	442,077	17,608	4.0%
Total Operating Expenditures	10,896,255	10,057,686	838,569	
Net Before Transfers	(131,930)	785,979	(917,909)	
Transfers	254,790	(53,172)	307,962	-579.2%
Net after Transfers	122,860	732,807	(609,947)	

	Proposed FY23 Budget	FY23 Proposed Budget Compared to FY22 Actual (incr/(decr))		
		FY22 Actual	\$	%
<u>Student Center Operations</u>				
Revenues				
Gross Revenues	4,910,340	4,837,507	72,833	1.5%
Expenditures				
Salaries/Benefits	670,050	498,239	171,811	34.5%
Non-Plant Operational	747,613	609,180	138,433	22.7%
Indirect Costs for Services	962,325	1,064,275	(101,950)	-9.6%
Plant Operations	346,717	296,531	50,186	16.9%
Debt Service	1,523,040	1,422,630	100,410	7.1%
Total Operating Expenditures	4,249,745	3,890,855	358,890	
Net Before Transfers	660,595	946,652	(286,057)	
Transfers	(578,430)	(876,333)	297,903	-34.0%
Net after Transfers	82,165	70,319	11,846	
<u>Housing</u>				
Revenues				
Gross Revenues	16,562,375	15,920,700	641,675	4.0%
Expenditures				
Salaries/Benefits	1,613,775	1,343,373	270,402	20.1%
Non-Plant Operational	5,749,595	5,458,843	290,752	5.3%
Indirect Costs for Services	1,682,235	1,697,300	(15,065)	-0.9%
Plant Operations	1,914,410	1,763,122	151,288	8.6%
Debt Service	4,190,000	4,190,000	-	0.0%
Total Operating Expenditures	15,150,015	14,452,638	697,377	4.8%
Net Before Transfers	1,412,360	1,468,062	(55,702)	
Transfers and SLI Profit Sharing	(1,322,680)	(1,044,836)	(277,844)	26.6%
Net after Transfers	89,680	423,226	(333,546)	

- VII. Governance and Nominations Committee / Dr. Saul Fink, Chairman
A. **INFORMATION** – 2022-23 Trustee Committee Appointments

- VIII. New Business / Mr. Michael G. Warfel, Chairman
A. **INFORMATION** – Revisions to the Emeritus Status Policies

- B. **FOR ACTION** – Programs Committee Chairperson

Proposed Motion:

Move approval of the proposed Chairperson of the Programs Committee.

- C. **FOR ACTION** – Resources Committee Chairperson

Proposed Motion:

Move approval of the proposed Chairperson of the Resources Committee.

- D. **FOR ACTION** – Governance and Nominations Committee Chairperson

Proposed Motion:

Move approval of the proposed Chairperson of the Governance and Nominations Committee.

- E. **FOR ACTION** – Board of Governors' Policy 1983-14-A -- Appointing Interim and Acting Chief Executive Officers

Board of Governors' Policy 1983-14-A: *Appointing Interim and Acting Chief Executive Officers*, requires that each PASSHE university president develop and publish an Order of Succession identifying, in rank order, members of its university's executive management team who will act on behalf of the president in his/her absence; in the event the president is temporarily unable to fulfill the responsibilities of the position; or in the event there is a vacancy. The Council of Trustees approves and certifies the below Order of Succession Plan and directs the President of Millersville University to deliver the Succession Plan to the Chancellor, in accordance with this Board of Governors Policy.

2022-23 Millersville University of Pennsylvania Order of Succession

1. Dr. Gail Gasparich, Senior Vice President for Academic Affairs and Provost
2. Mr. Victor Ramos, Vice President, Advancement
3. Dr. Victor DeSantis, Vice President for External Affairs and Chief of Staff
4. Dr. Mary Beth Williams, Vice President for Student Affairs
5. Mr. Carlos Wiley, Chief Diversity and Inclusion Officer
6. Mr. Joshua Hartranft, Interim Chief Technology Officer
7. Ms. Deborah Newson, Interim Vice President for Finance and Administration

Proposed Motion:

Move approval of the order of succession plan as listed as required by Board of Governors' Policy 1983-14-A

VIII. New Business (continued) / Mr. Michael G. Warfel, Chairman

F. **FOR ACTION** – Administrative Emeritus Status for Mr. Dwight Horsey

A copy of the resolution is available in the COT Teams folder.

Proposed Motion:

Move approval of granting administrative emeritus status to Mr. Dwight Horsey.

IX. Other Reports and Information / Mr. Michael G. Warfel, Chairman

A. Date for Next Committee Meetings - Information

The date for the next Committee Meetings of the Council of Trustees is **Wednesday, December 7, 2022**, in accordance with Council approval on June 16, 2021.

B. Date for Next Regular Meeting - Information

The date for the next Regular Meeting of the Council of Trustees is **Wednesday, December 14, 2022**, in accordance with Council approval on June 16, 2021.

X. Adjournment