

**MILLERSVILLE UNIVERSITY
COUNCIL OF TRUSTEES
PROGRAMS COMMITTEE AGENDA
September 11, 2024**

Action Items

Agenda Reference

- | | |
|--|------|
| 1. INFORMATION – Student Presentation – NSF-RUE Experience at
University of Southern Mississippi | V.A. |
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Information/Discussion Items

- | | |
|---|---------------|
| 1. Report from Academic Affairs
a. Personnel Transactions
b. Enrollment Update
c. Academic Affairs Update
d. Programs Update | Dr. Gasparich |
| 2. Report from the Office of Diversity and Inclusion
a. ICSE Update
b. IE Action Plans
c. Non-credit IE Certificate
d. 2024 PASSHE Summit Update | Mr. Wiley |
| 3. Report from Student Affairs
a. Reflection on EPPIIC Weekend and Student Return to Campus
b. Housing and Conference Services Update
c. University Dining and Catering Services Update
d. Staffing Changes | Dr. Williams |

**MILLERSVILLE UNIVERSITY
COUNCIL OF TRUSTEES
RESOURCES COMMITTEE
AGENDA
September 11, 2024**

<u>Agenda Items</u>	<u>Agenda Reference</u>
1. FOR ACTION – Millersville University Budget	VI.A.
2. FOR ACTION – Naming of Facilities – Wicht Studio	VI.B.
3. FOR ACTION – Millersville University Foundation Endowments	VI.C.

Information/Discussion Items

- | | |
|---|---------------|
| 1. Finance & Administration | Dr. Alyan |
| a. Visual & Performing Arts Annual Report | |
| • Presentation by Robin Zaremski | |
| b. Millersville University Budget | |
| c. Financial Report: FY24 Year-End Closing | |
| d. Service Purchase Contracts & Purchase Orders | |
| e. Endowed Assets Schedule | |
| f. Department Dashboards | |
| 2. Advancement Report | Mr. Ramos |
| a. Executive Trend Report | |
| b. Office of Alumni Engagement | |
| c. Office of University Events | |
| 3. University Relations & Strategic Initiatives | Dr. DeSantis |
| a. University Communication and Marketing | |
| 4. Information Technology | Mr. Hartranft |
| a. Network & Systems | |
| b. Security | |
| c. Applications | |
| d. Technical Support | |

**Millersville University Council of Trustees
Plenary Meeting**

**Wednesday, September 11, 2024 | 6:40 p.m.
Gordinier Hall, Lehr Room**

AGENDA

- 1. Introductory Remarks** (Dr. Frerichs)
- 2. Committee Reports** (Dr. Sessoms, Ms. Trego, Dr. Fink)
- 3. AI Task Force Report**** (Mr. Hartranft)
- 4. Microcredentials at MU**** (Drs. Gasparich & DeSantis)
- 5. External Relations** (Dr. Frerichs)
 - a. B.O.G. Meetings
 - October 9-10, 2024
 - February 5-6, 2025
 - April 9-10, 2025
 - July 16-17, 2025
 - October 15-16, 2025
 - b. 2024 Fall Commencement
 - Saturday, December 14 | 2:00 p.m. | Pucillo Gymnasium
 - c. COT/Cabinet Retreat
 - Saturday, January 18, 2025 | 9:00 am | Gordinier Hall

**Attachments

**MILLERSVILLE UNIVERSITY
COUNCIL OF TRUSTEES**

**SCHEDULE OF ACTIVITIES
SEPTEMBER 2024**

C.O.T. Committee Meetings		Wednesday, September 11, 2024
4:45 p.m.	Resources Committee Meeting <i>(open to the public)</i>	Gordinier Hall, Old Main Room
4:45 p.m.	Programs Committee Meeting <i>(open to the public)</i>	Gordinier Hall, McIlwaine Multipurpose Room
6:30 p.m.	Governance & Nominations Committee Meeting <i>(open to the public)</i>	Gordinier Hall, Lehr Room
6:40 p.m.	Plenary Session/Dinner <i>(open to the public)</i>	Gordinier Hall, Lehr Room

C.O.T. Public Meeting		Wednesday, September 18, 2024
5:00 p.m.	Regular Council Meeting <i>(open to the public)</i>	Gordinier Hall, Lehr Room
~6:15 p.m.	Council Dinner <i>(by invitation only)</i>	Gordinier Hall, Lehr Room

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 OF PENNSYLVANIA

COUNCIL OF TRUSTEES PUBLIC MEETING

Wednesday, September 11, 2024

AGENDA-AT-A-GLANCE

- I. **FOR ACTION** - Minutes of the regular meeting of June 5, 2024
Mr. Michael Warfel, Chairman

- II. Report of the Council Chairperson – Mr. Michael 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 –
Prof. Jeri Robinson
 - D. Student Government Association President – Mr. Tevon Kerr-Hornbaker
 - E. Millersville University Foundation Acting President – Dr. Kemah Washington
 - F. Student Services, Inc. CEO/General Manager – Mr. Geoffrey Beers
 - G. General Public

- V. Programs Committee Report / Dr. Amber Sessoms, Chair
 - A. **INFORMATION** – Student Presentation – NSF-RUE Experience at
University of Southern Mississippi

- VI. Resources Committee Report / Ms. Holly Trego, Chair
 - A. **FOR ACTION** – Millersville University Budget
 - B. **FOR ACTION** – Naming of Facilities – Wicht Studio
 - C. **FOR ACTION** – Millersville University Foundation Endowments

- VII. Governance and Nominations Committee / Dr. Saul Fink, Chair
 - A. **INFORMATION** – 2025-26 Trustee Committee Appointments
 - B. **INFORMATION** – Review of Bylaws

- VIII. New Business / Mr. Michael Warfel, Chairman
 - A. **FOR ACTION** – Proposed Revised Meeting Schedule
 - B. **FOR ACTION** – Programs Committee Chairperson
 - C. **FOR ACTION** – Resources Committee Chairperson
 - D. **FOR ACTION** – Governance and Nominations Committee Chairperson

- IX. Other Reports and Information
 - A. **INFORMATION** - Date for Next Meetings

- X. Adjournment

MILLERSVILLE UNIVERSITY COUNCIL OF TRUSTEES

Meeting Minutes

Wednesday, June 5, 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, at 3:15 p.m. on Wednesday, June 5, 2024, by Chairman Michael Warfel. The following trustees were present:

Mr. Thomas Baker (*via Zoom*)
Dr. Brandon Danz
Dr. Saul Fink
Dr. Richard Frerichs
Rep. Jordan Harris (*via Zoom*)
Ms. Bridget Lau
Mr. Rick Rodgers (*via Zoom*)
Dr. Amber Sessoms
Ms. Holly Trego

Also present were:

Dr. Nafez Alyan, *Vice President for Finance and Administration*
Mr. Geoffrey Beers, *CEO, Student Services/Student Lodging, Inc.*
Dr. Robyn Davis, *APSCUF-MU President*
Dr. Victor DeSantis, *Vice President for University Relations and Strategic Initiatives*
Dr. Gail Gasparich, *Senior Vice President for Academic Affairs and Provost*
Mr. Joshua Hartranft, *Interim Chief Technology Officer*
Mr. Tevon Kerr-Hornbaker, *Student Government Association President*
Dr. Darryl Landis, *MU Foundation President*
Mr. Victor Ramos, *Vice President for Advancement*
Mr. Thomas Richardson, *Associate Vice President, Student Affairs*
Prof. Jeri Robinson, *University Curriculum & Academic Policies Committee Chair*
Mr. Carlos Wiley, *Chief Diversity and Inclusion Officer*
Dr. Daniel Wubah, *University President*

Ms. Kathryn Ross and Dr. Daniel Greenstein, ex officio, were unable to attend.

Upon motion by Dr. Frerichs, the minutes of the special meeting of May 17, 2024, and the regular public meeting of March 20, 2024, were approved.

Chairman's Report

Mr. Warfel welcomed everyone in attendance including Bridget Lau and Tevon-Kerr-Hornbaker who were attending their first public meeting as Student Trustee and Student Government Association President, respectively. He advised trustees of several upcoming events including the quarterly Board of Governors' meeting, State of the 'Ville Address and annual Garden Supper, and Homecoming weekend. He also congratulated Trustee Brandon Danz on earning his doctorate degree.

President's Report

President Wubah welcomed everyone and provided an overview of the number of spring graduates. He also reported on the Governor's Blueprint for Higher Education, enrollment patterns and trends, campus renovations and needs, and new partnerships and projects. He concluded with an Athletics update.

Comments from Advisors

On behalf of Mr. Matthew Olphin, MU Alumni Association President, Mr. Victor Ramos reported on officer elections, budget, activities for the upcoming year and the development of a five-year strategic plan that aligns with the University's strategic plan. Dr. Robyn Davis, APSCUF-MU President, expressed her gratitude to the Council for their ongoing dedication to the University, and conveyed enthusiasm about faculty preparations for the upcoming fall semester. Professor Jeri Robinson, University Curriculum and Academic Policies Committee Chair, provided an update on the general education review. Mr. Tevon Kerr-Hornbaker, Student Government Association President, advised that he is excited to work with the Counsel during the upcoming academic year. Dr. Darryl Landis, MU Foundation President, provided an update on scholarship endowments, the portfolio and the Marauder Fund. Mr. Geoffrey Beers, CEO of Student Services and Student Lodging, Inc., reported on apartment occupancy rates, Wellness housing renovations, and the 55 plus project timeline. There were no comments from the general public.

Programs Committee Report

A regular public meeting of the Programs Committee was called to order in Gordinier Dining Hall, Bolger Conference Center, McIlwaine Multipurpose Room, on Wednesday, June 5, 2024, at 1:45 p.m. by Dr. Brandon Danz, Chairperson.

The following members of the Programs Committee were present:

Mr. Thomas Baker (<i>via Zoom</i>)	Mr. Tevon Kerr-Hornbaker, ex officio
Mr. Geoffrey Beers, ex officio	Prof. Jeri Robinson, ex officio
Dr. Robyn Davis, ex officio	Dr. Amber Sessoms
Dr. Richard Frerichs	Mr. Michael Warfel, ex officio
Dr. Gail Gasparich, ex officio	Mr. Carlos Wiley, ex officio
Ms. Bridget Lau	

Also present were Mr. Thomas Richardson, Associate Vice President for Student Affairs (on behalf of Dr. Mary Beth Williams, Vice President for Student Affairs); and Ms. Jennifer Hart, Office of the President. The committee discussed the published informational and action items and recommended one action item be brought forward for full Council approval at the June 5, 2024, regular public meeting. The Programs Committee adjourned at 2:46 p.m.

Upon motion by Dr. Danz, the Council of Trustees approved the proposed changes to the Student Code of Conduct.

Resources Committee Report

A regular public meeting of the Resources Committee was called to order in Gordinier Dining Hall, Bolger Conference Center, Old Main Room, on Wednesday, June 5, 2024, at 1:45 p.m. by Ms. Holly Trego, Chairperson.

The following members were present:

Dr. Nafez Alyan, ex officio	Dr. Darryl Landis, ex officio
Dr. Victor DeSantis	Mr. Victor Ramos, ex officio
Dr. Saul W. Fink	Mr. Rick Rodgers (<i>via Zoom</i>)
Mr. Joshua Hartranft, ex officio	Dr. Daniel Wubah, ex officio

Also present were Ms. Tammy Aument-Martin, Assistant Vice President for Finance and Administration; and Ms. Pietra Jamison, Office of the President. The committee discussed the published informational and action items and recommended the action items be brought forward for full Council approval at the June 5, 2024, regular public meeting. The Resources Committee adjourned at 2:54 p.m.

Upon motion by Ms. Trego, the Council of Trustees approved the naming of the Michael G. Warfel '84 Center for International Services and Programs. Chairman Warfel abstained from this vote.

Upon motion by Ms. Trego, the Council of Trustees approved the name recognition of the Michael K. and Neysa M. Callahan Endowed Scholarship; the Robert L. Jones '61 Soccer Award; the Scott Vandergrift Golf Scholarship; and the Wayne MacKenzie '04 Meteorology Support Endowment.

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

Governance and Nominations Committee

Upon motion by Dr. Fink, the Council of Trustees approved the following slate of officers for the 2024-25 academic year:

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

Dr. Fink also noted that the Governance and Nominations Committee is working on revising the Council's self-assessment survey, as well as some edits to the bylaws for future consideration by the full Council.

New Business

Upon motion by Dr. Frerichs, the Council of Trustees approved the proposed 2025 Council of Trustees meeting schedule.

Upon motion by Ms. Trego, the Council of Trustees approved the following order of succession plan for the 2024-25 academic year as required by Board of Governors' policy 1983-14-A:

1. Dr. Gail Gasparich, Senior Vice President for Academic Affairs and Provost
2. Dr. Nafez Alyan, Vice President for Finance and Administration
3. Dr. Victor DeSantis, Vice President for University Relations & Strategic Initiatives
4. Mr. Victor Ramos, Vice President, Advancement
5. Dr. Mary Beth Williams, Vice President for Student Affairs
6. Mr. Joshua Hartranft, Interim Chief Technology Officer
7. Mr. Carlos Wiley, Chief Diversity and Inclusion Officer

Other Reports and Information

Chairman Warfel announced the next quarterly public meetings will be held on Wednesday, September 11, 2024, and Wednesday, September 18, 2024, as approved by the Council on June 21, 2023.

Chairman Warfel declared the meeting adjourned at 4:18 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jordan A. Harris", written over a horizontal line.

The Honorable Jordan A. Harris
Secretary

V. Programs Committee Report

Dr. Amber Sessoms, Chair

- A. **INFORMATION** – Student Presentation – NSF-RUE Experience at
University of Southern Mississippi

VI. Resources Committee Report

Ms. Holly Trego, Chair

A. **FOR ACTION** – Millersville University Budget

Proposed Motion:

Move approval of the financial report for the current unrestricted fund - educational and general budget projection.

**Millersville University of Pennsylvania
FY25 Budget
Educational and General**

	Proposed FY25 Budget	FY25 May	FY 25 Proposed Budget Compared to FY24 Actual		
			FY24 Actual	Fav/(Unfav) \$	Variance %
Revenues					
Tuition and Fees	\$ 76,164,484	\$ 74,874,416	\$ 74,501,427	\$ 1,663,057	2.2%
General State Appropriations	46,950,049	47,172,256	44,730,780	2,219,269	5.0%
Federal and State COVID/Success Funding	1,600,000	1,600,000	4,356,897	(2,756,897)	-63.3%
All Other E&G Revenue	7,440,480	7,410,210	8,784,533	(1,344,053)	-15.3%
Total E&G Revenues	\$ 132,155,013	\$ 131,056,882	\$ 132,373,637	\$ (218,624)	-0.2%
Expenditures					
Salaries and Benefits	\$ 102,083,249	\$ 102,080,494	101,059,836	\$ (1,023,413)	-1.0%
Operating Expenses	22,501,978	21,622,328	22,433,381	(68,597)	-0.3%
Student Aid	5,181,500	5,181,500	6,424,752	1,243,252	19.4%
Debt Service	1,645,613	1,645,613	1,722,136	76,523	4.4%
Transfers	5,278,243	5,066,802	5,954,371	676,128	11.4%
Auxiliary and Other Reimbursed Costs	(4,591,435)	(4,591,435)	(5,239,645)	(648,210)	12.4%
Total Expenditures before Carryforwards	\$ 132,099,148	\$ 131,005,301	\$ 132,354,831	\$ 255,683	0.2%
Carryforwards Offsetting Expenditures	(1,267,206)	(1,228,363)	(2,691,199)	(1,423,993)	52.9%
Net Expenditures After Carryforwards	\$ 130,831,942	\$ 129,776,938	\$ 129,663,632	\$ (1,168,310)	-0.9%
Net before Future Commitment Reserves and Use of Contingency and One-Time Funds	\$ 1,323,071	\$ 1,279,944	\$ 2,710,005	\$ (1,386,934)	-51.2%
Reserves for Future Commitments	(1,267,206)	(1,411,187)	(2,702,269)	1,435,063	-53.1%
Net	\$ 55,865	\$ (131,243)	\$ 7,736	\$ 48,129	622.2%

VI. Resources Committee Report

Ms. Holly Trego, Chair

Millersville University of Pennsylvania

FY25 Budget

Auxiliaries Summary

	Proposed FY25 Budget	FY25 May	FY 25 Proposed Budget Compared to FY24 Actual		
			FY24 Actual	Fav/(Unfav) \$	Variance %
Revenues					
Gross Revenues	\$ 33,920,531	\$ 33,964,261	\$ 32,717,340	\$ (1,203,191)	-3.7%
Expenditures					
Salaries and Benefits	7,667,374	7,680,349	7,314,155	\$ 353,219	4.8%
Operating Expenses	13,233,901	13,233,901	13,106,009	127,892	1.0%
Indirect Cost for Services	4,591,435	4,591,435	5,239,645	(648,210)	-12.4%
Debt Service	7,186,409	7,186,409	7,392,969	(206,560)	-2.8%
Total Operating Expenditures before Transfers	\$ 32,679,119	\$ 32,692,094	\$ 33,052,777	\$ (373,658)	-1.1%
Net before Transfers	\$ 1,241,412	\$ 1,272,167	\$ (335,437)	\$ (1,576,849)	470.1%
Transfers and SLI Profit Sharing	(609,527)	(603,772)	580,770	(1,190,297)	-205.0%
Net after Transfers	\$ 631,885	\$ 668,395	\$ 245,333	\$ (386,552)	-157.6%

Auxiliary Operations by Area

Housing

Revenues					
Gross Revenues	\$ 17,194,339	\$ 17,194,339	\$ 17,100,202	\$ (94,137)	-0.6%
Expenditures					
Salaries and Benefits	1,806,390	1,856,250	1,758,213	\$ 48,177	2.7%
Operating Expenses	7,129,874	7,129,874	7,235,345	(105,471)	-1.5%
Indirect Cost for Services	2,483,800	2,483,800	3,281,910	(798,110)	-24.3%
Debt Service	5,069,475	5,069,475	5,344,680	(275,205)	-5.1%
Total Operating Expenditures before Transfers	\$ 16,489,539	\$ 16,539,399	\$ 17,620,148	\$ (1,130,609)	-6.4%
Net before Transfers	\$ 704,800	\$ 654,940	\$ (519,946)	\$ (1,224,746)	235.6%
Transfers and SLI Profit Sharing	(159,527)	(109,527)	698,269	857,796	122.8%
Net after Transfers	\$ 545,273	\$ 545,413	\$ 178,323	\$ (366,950)	-205.8%

VI. Resources Committee Report

Ms. Holly Trego, Chair

Auxiliary Operations by Area (Continued)	Proposed FY25 Budget	FY25 May	FY 25 Proposed Budget Compared to FY24 Actual		
			FY24 Actual	Fav/(Unfav) Variance	
				\$	%
Dining					
Revenues					
Gross Revenues	\$ 12,062,085	\$ 12,038,440	\$ 11,185,317	\$ (876,768)	-7.8%
Expenditures					
Salaries and Benefits	5,197,485	5,158,839	4,833,181	\$ 364,304	7.5%
Operating Expenses	5,198,818	5,198,818	4,945,501	253,317	5.1%
Indirect Cost for Services	1,124,688	1,124,688	1,013,135	111,553	11.0%
Debt Service	491,373	491,373	473,768	17,606	3.7%
Total Operating Expenditures before Transfers	\$ 12,012,364	\$ 11,973,719	\$ 11,265,584	\$ 746,780	6.6%
Net before Transfers	\$ 49,721	\$ 64,721	\$ (80,267)	\$ (129,988)	161.9%
Transfers and SLI Profit Sharing	-	-	110,905	110,905	100.0%
Net after Transfers	\$ 49,721	\$ 64,721	\$ 30,638	\$ (19,083)	-62.3%
Student Center					
Revenues					
Gross Revenues	\$ 4,664,107	\$ 4,731,482	\$ 4,431,821	\$ (232,286)	-5.2%
Expenditures					
Salaries and Benefits	663,499	665,259	722,761	\$ (59,262)	-8.2%
Operating Expenses	905,209	905,209	925,163	(19,954)	-2.2%
Indirect Cost for Services	982,947	982,947	944,600	38,347	4.1%
Debt Service	1,625,561	1,625,561	1,574,521	51,040	3.2%
Total Operating Expenditures before Transfers	\$ 4,177,216	\$ 4,178,976	\$ 4,167,045	\$ 10,171	0.2%
Net before Transfers	\$ 486,891	\$ 552,506	\$ 264,776	\$ (222,115)	-83.9%
Transfers and SLI Profit Sharing	(450,000)	(494,245)	(228,404)	221,596	-97.0%
Net after Transfers	\$ 36,891	\$ 58,261	\$ 36,372	\$ (519)	-1.4%

VI. Resources Committee Report

Ms. Holly Trego, Chair

B. **FOR ACTION** – Naming of Facilities – Wicht Studio

In accordance with Council of Trustees' policy for naming of university facilities and within the university guidelines for named gift opportunities, the Millersville University Council of Trustees recommends that Mr. Jason R. Wicht '98 and Mrs. Theresa A. Wicht '01, alumni and longtime supporters of Millersville University, be honored through the naming of The Jason R. Wicht '98 and Theresa A. Wicht '01 Studio, in recognition of their philanthropic support of Millersville University.

Proposed Motion:

Move approval of naming the studio in honor of Jason R. Wicht '98 and Theresa A. Wicht '01.

VI. Resources Committee Report

Ms. Holly Trego, Chair

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

- Coach Bill Lauris Memorial Football Scholarship
- Margaret George Thomson Memorial 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, Chair
A. **INFORMATION** – 2024-25 Trustee Committee Appointments

B. **INFORMATION** – Bylaws Review

VIII. New Business / Mr. Michael Warfel, Chairman

A. **FOR ACTION** – Proposed Revised Meeting Schedule

12:30 – 1:30 p.m. - Executive Session with lunch or occasional campus tour
(University/Kline Rooms/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 *(Lehr Room/hybrid format – open to all trustees and the public/sunshine notice)*

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

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

6:00 pm. – Dinner / Reception *(Lehr Room – by invitation only)*

December 4, 2024

March 5, 2025

June 4, 2025

Proposed Motion:

Move approval of the proposed revised schedule for the dates listed above.

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.

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

A. **INFORMATION** - Date for Next Meetings

The date for the next Committee Meetings of the Council of Trustees is **Wednesday, December 4, 2024**, in accordance with Council approval on September 18, 2024.

X. Adjournment