

**MILLERSVILLE UNIVERSITY  
COUNCIL OF TRUSTEES**

SCHEDULE OF ACTIVITIES  
DECEMBER 2020

All meetings will be held virtually.

If you are interested in joining the December 9 regular public council meeting, please contact Jennifer Hart at [Jennifer.Hart@millersville.edu](mailto:Jennifer.Hart@millersville.edu) for the link.

<b>C.O.T. Committee Meetings</b>		<b>Wednesday, December 2, 2020</b>
4:45 p.m.	Resources Committee Meeting <i>(by invitation only)</i>	via Zoom
4:45 p.m.	Programs Committee Meeting <i>(by invitation only)</i>	via Zoom
6:15 p.m.	Plenary Session <i>(by invitation only)</i>	via Zoom

<b>C.O.T. Public Meeting</b>		<b>Wednesday, December 9, 2020</b>
5:00 p.m.	Regular Council Meeting <i>(meeting open to the public)</i>	via Zoom

# MILLERSVILLE UNIVERSITY OF PENNSYLVANIA

COUNCIL OF TRUSTEES MEETING  
Wednesday, December 9, 2020

## AGENDA-AT-A-GLANCE

- I. **FOR ACTION** - Minutes of the Regular Meeting of September 24, 2020  
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. John J. Held
  - B. APSCUF-MU President - Dr. John M. McLarnon
  - C. Faculty Senate Chairperson – Ms. Jeri L. Robinson
  - D. Student Government Association President – Mr. John D. Smith, IV
  - E. Millersville University Foundation President – Mr. Joseph W. Garner
  - F. Student Services/Lodging, Inc., CEO – Mr. Geoffrey E. Beers
  - G. General Public
  
- V. Programs Committee Report  
Mr. Brandon W. Danz, Chairperson
  - A. **FOR ACTION** – Emeritus Status

VI. Resources Committee Report  
Ms. Kathryn R. Ross, Chairperson

- A. **FOR ACTION** - Service Purchase Contracts and Purchase Orders  
(July 29, 2020 – September 30, 2020)
- B. **FOR ACTION** – Millersville University Budget Update
- C. **FOR ACTION** – 2019-20 Audited Financial Statements and Designation of  
Fund Balance
- D. **FOR ACTION** – Proposed Fees for 2021-22 & 2022-23
- E. **FOR ACTION** – Reprogramming of Jefferson Hall Renovations to Brooks  
Hall Renovations
- F. **FOR ACTION** – Millersville University Foundation Endowments
- G. **FOR ACTION** – University External Financial Support Resolution
- H. **FOR ACTION** – Receipt of Estate Gifts

VII. New Business  
Mr. Michael G. Warfel, Chairman

- A. No Items to Report

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  
Thursday, September 24, 2020

A regular meeting of the Council of Trustees of Millersville University was called to order at 5:00 p.m. on Thursday, September 24, 2020, by Chairman Michael G. Warfel in Gordinier Dining Hall, Bolger Conference Center, Lehr room. Due to the Coronavirus pandemic, to ensure social distancing, some members joined via Zoom.

The following trustees participated:

Mr. Adam T. Bachman	Dr. Richard L. Frerichs
Mr. Thomas J. Baker <i>(via Zoom)</i>	Mr. Rick Rodgers <i>(via Zoom)</i>
Mr. Brandon W. Danz	Dr. Amber M. Sessoms <i>(via Zoom)</i>
Dr. Saul W. Fink <i>(via Zoom)</i>	Ms. Holly L. Trego <i>(via Zoom)</i>

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

Mr. Geoffrey E. Beers, *CEO, Student Services/Student Lodging, Inc.*  
Mr. Guilbert L. Brown, *Vice President for Finance and Administration (via Zoom)*  
Dr. Felicia Brown-Haywood, *Chief Diversity Officer (via Zoom)*  
Dr. Victor S. DeSantis, *Executive Director, Community Engagement, Government & Economic Dev.*  
Mr. Stephen J. diFilipo, *Chief Technology Officer (via Zoom)*  
Mr. Joseph W. Garner, *MU Foundation President (via Zoom)*  
Mr. Brian Hazlett, *Vice President for Student Affairs and Enrollment Management*  
Mr. John J. Held, *MU Alumni Association President (via Zoom)*  
Dr. John M. McLarnon, *APSCUF-MU President*  
Dr. Vilas A. Prabhu, *Provost and Vice President for Academic Affairs*  
Mr. Victor E. Ramos, *Vice President for Advancement*  
Ms. Jeri Robinson, *Faculty Senate Chair (via Zoom)*  
Mr. Christopher J. Steuer, *Chief of Staff*  
Dr. Daniel A. Wubah, *University President*

Upon motion by Mr. Rodgers, the Council of Trustees approved the minutes of the regular meeting held on June 10, 2020, and the special meeting held on August 14, 2020.

### **Chairperson's Report**

Mr. Warfel welcomed everyone in attendance and noted that this public meeting was being held in a hybrid fashion with some members socially distanced in Lehr and some joining via Zoom. He welcomed new advisors to the council and a new member of the President's Cabinet. He also welcomed former member of the Council, Dr. William McIlwaine, who joined via Zoom for a special recognition. Chairman Warfel thanked Council members for their participation in the recent Middle States self-study visit and advised of several noteworthy upcoming events including the Board of Governors' and PA Councils of Trustees meetings and the Chancellor's visit.

## **President's Report**

President Wubah reported that, while the start of this semester has been unlike any other, the University has had a relatively smooth start to online and face-to-face classes. He thanked the Institutional Accreditation Steering Committee for completing the reaffirmation of accreditation site visit this past week. He advised that the Incident Management Team (IMT) continues to manage our day-to-day COVID-19 response. In relation to enrollment numbers, while our overall headcount is down, these numbers are in line with what we anticipated because of the pandemic and are similar to those experienced by other PASSHE institutions. The President concluded by advising that the University is moving forward with developing the KPIs and prioritizing the goals and objectives of our new strategic plan.

## **Comments**

Mr. Held, MU Alumni Association President, provided an update on events and scholarships. Dr. McLarnon, APSCUF-MU President, advised that the possibility of retrenchment and the uncertainty surrounding the details of the System Redesign continue to be of concern amongst faculty members. Ms. Robinson, Faculty Senate Chair, reported on challenges faculty are facing with online teaching. Mr. Garner, MU Foundation President, reported on total Foundation assets and new scholarships. Mr. Beers, CEO for SSI/SLI, provided information relating to housing occupancy and the implementation of the new online bookstore. 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 16, 2020, by Mr. Brandon W. Danz, Chairperson. The following members were present:

- Mr. Adam T. Bachman
- Mr. Thomas J. Baker (*via Zoom*)
- Mr. Geoffrey E. Beers, *ex officio*
- Dr. Felicia Brown-Haywood, *ex officio (via Zoom)*
- Dr. Victor S. DeSantis
- Dr. Richard L. Frerichs
- Mr. Brian Hazlett, *ex officio*
- Dr. John M. McLarnon, *ex officio (via Zoom)*
- Dr. Vilas A. Prabhu, *ex officio*
- Ms. Jeri Robinson, *ex officio (via Zoom)*
- Dr. Amber M. Sessoms (*via Zoom*)
- Mr. John D. Smith, IV, *ex officio*
- Mr. Christopher J. Steuer
- Mr. Michael G. Warfel, *ex officio*

The committee discussed items that appeared in the published agenda for the Thursday, September 24, 2020, 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 5:58 p.m.

Upon motion by Dr. Frerichs, the Council of Trustees approved faculty emeritus status for Drs. J. Douglas Frazer and David Hutchens.

## **Resources Committee Report**

A regular meeting of the Resources Committee was called to order at 4:45 p.m. on Wednesday, September 16, 2020, by Ms. Kathryn R. Ross, Chairperson. The following members were present:

Mr. Guilbert L. Brown, ex officio  
Mr. Stephen J. diFilipo, ex officio (*via Zoom*)  
Dr. Saul W. Fink (*via Zoom*)  
Mr. Joseph W. Garner, ex officio (*via Zoom*)  
Mr. John J. Held, ex officio (*via Zoom*)  
Mr. Victor E. Ramos, ex officio  
Mr. Rick Rodgers  
Ms. Holly L. Trego (*via Zoom*)  
Dr. Daniel A. Wubah, ex officio

Also present were Ms. Jennifer Hart, Office of the President, and Ms. Robin Zaremski, Executive Director, Visual and Performing Arts. The committee discussed items that appeared in the published agenda for the Thursday, September 24, 2020, 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 5:53 p.m.

Upon motion by Mr. Rodgers, the Council of Trustees approved the service purchase contracts and purchase orders for April 8, 2020, through July 28, 2020.

Upon motion by Dr. Frerichs, the Council of Trustees approved name recognition of the George R. Anderson Mathematics Scholarship Endowment\*, the Dr. Joseph W. Glass Geography Scholarship Endowment\*, the Pamela Kane Mahoney '82 Special Education Scholarship Endowment, and the Suzanne and Michael Walstrum Leadership Scholarship Endowment\*. Endowments marked with an \* have also reached threshold since the last Council of Trustees meeting.

## **New Business**

Upon motion by Mr. Baker, the Council of Trustees approved trustee emeritus status for Dr. William B. McIlwaine.

Mr. Warfel advised that a copy of the 2020-21 trustee committee appointments list was available in Teams for review.

Upon motion by Mr. Danz, the Council of Trustees approved the revised 2020-21 order of succession plan as required by the Board of Governors' Policy 1983-14-A as follows:

1. Dr. Vilas Prabhu, Provost and Vice President for Academic Affairs
2. Mr. Brian Hazlett, Vice President for Student Affairs and Enrollment Management
3. Mr. Guilbert Brown, Vice President, Finance and Administration
4. Mr. Victor Ramos, Vice President, Advancement
5. Mr. Stephen diFilipo, Chief Technology Officer
6. Dr. Felicia Brown-Haywood, Chief Diversity Officer
7. Dr. Victor DeSantis, Executive Director, Community Engagement, Government & Economic Dev.
8. Mr. Christopher J. Steuer, Chief of Staff

Upon motion by Dr. Fink, the Council of Trustees approved the 2019-20 annual evaluation of President Daniel A. Wubah.

Mr. Warfel announced that the next committee meetings will be held Wednesday, December 2, 2020, and the next regular meeting will be held Wednesday, December 9, 2020, in accordance with Council approval on June 12, 2020.

Chairman Warfel declared the meeting adjourned at 5:57 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jordan A. Harris", with a stylized flourish at the end.

The Honorable Jordan A. Harris  
Secretary

V. Programs Committee Report (*continued*)

Mr. Brandon Danz, Chairperson

A. **FOR ACTION** – Emeritus Status

The University President, in concert with the Faculty Senate, recommends emeritus status for the following member of the faculty:

Daniel H. Yocom  
Professor

Biology  
Dates Served: 1987-2019

**DR. DANIEL H. YOCOM**

Dr. Daniel H. Yocom served as a faculty member of the Biology Department of Millersville University since 1987, a total of 31 years; and

Dr. Daniel H. Yocom was an invaluable mentor and inspiring teacher, who was able to convey to his students his enthusiasm for biology in general and ecology and biometry in particular; who taught a wide range of courses including Biometry, Clinical Microbiology, Plant Ecology, Mycology, Applied Ecology, Principles of Ecology, Evolution, Biodiversity, Population and Community Ecology, Ecosystems, Ecology and Evolution of Mutualistic Interactions, Perspectives of Environmental Awareness, Biological Problems of Environmental Management, Biological Aspects of Environmental Science, Foundations in Biology, and General Biology Lecture and Laboratory, and numerous special topics and seminar courses; and

Dr. Daniel H. Yocom served as the academic advisor for approximately 40 Biology majors (and minors and/or undeclared students) annually and provided his undergraduate and graduate students with a supportive yet challenging environment to stimulate growth, excitement, independence, confidence and reward of scientific endeavors while they engaged in research; over the years, he worked with many Independent Study students and served as a member of a number of thesis committees, giving valuable input into the composition of the resulting theses; and

Dr. Daniel H. Yocom is an appreciated colleague, who was prepared to take on many challenging responsibilities for his department, including serving as Department Chairperson, Graduate Coordinator for the Biology Department, Chairperson of the Biology Graduate Committee, member of the university Graduate Course and Program Review Committee, member of the Ecology/Environmental and Marine Option Committees; a faculty advisor for the Priority Club; and

Dr. Daniel H. Yocom has served his College and University as an active and influential faculty advisor for the University Christian Fellowship, Chairperson of the Graduate Environmental Task Force, member of the Undergraduate Environmental Task Force, and member of the University Sustainability Committee; and



V. Programs Committee Report (*continued*)

Mr. Brandon Danz, Chairperson

Dr. Daniel H. Yocom has in cooperation with others during his time at Millersville University obtained a significant amount of extramural and intramural funding from various sources including federal grants from the National Science Foundation, United States Department of Agriculture (USDA); and regional grants from the Summer Institute on College Teaching –Virginia Tidewater Consortium, PASSHE Faculty Professional Development Council, the Pennsylvania Soybean Promotion Board, Lancaster Environmental Foundation/MU Center for Environmental Sciences and numerous internal grants from Millersville University, totaling more than \$603,000; and

Dr. Daniel H. Yocom continued his scholarly interest in agroecology, mycorrhizal fungi, habitat fragmentation effects on biodiversity and coprophilic fungal interactions in sand dunes by carrying out research involving the use of numerous techniques to study the role of vesicular-arbuscular mycorrhizal in revegetation as well as with crop yields, the effects of mycorrhizae on plant competition, the impact of habitat fragmentation on arthropod biodiversity, the effects of mowing and fertilization on nutrient leaching in lawns, including the development of a lab manual on microbiological laboratories for clinically-oriented students; and

Dr. Daniel H. Yocom has published his research in 6 peer-reviewed scientific journals including one paper in the prestigious journal *Ecology* and several others in the *American Biology Teacher*, *Journal of Range Management*, *Transactions of the British Mycological Society*, a lab manual entitled: “Introductory microbiology laboratories of the clinically-oriented student, several abstracts and summary pages in conference proceedings and in one book chapter in “At the crossroads: a natural history of Southcentral Pennsylvania; and

Dr. Daniel H. Yocom has presented his research as an invited speaker, an official conference discussant, or with his students at numerous national, regional, and local scientific society conferences; and

Dr. Daniel H. Yocom has been an active member of a number of professional organizations including the American Association for the Advancement of Science, Ecological Society of America, Mycological Society of America, Pennsylvania Association for Sustainable Agriculture, Commonwealth of Pennsylvania University Biologists, Pennsylvania Academy of Science, and the American Institute of Biological Science; and has served as judge at the Lancaster Science and Engineering Fair; and

Dan will be sorely missed by all of his colleagues at Millersville as he spends more time with his family, tilling the earth on his farm and other well-earned leisure pursuits; and

Therefore, the Department of Biology recommends that Dr. Daniel H. Yocom be granted the honorary title of Professor of Biology Emeritus.

**Proposed Motion:**

Move approval of emeritus status for Dr. Daniel H. Yocom.

VI. Resources Committee Report

Ms. Kathryn R. Ross, Chairperson

A. **FOR ACTION** – Service Purchase Contracts and Purchase Orders  
(July 29, 2020 – September 30, 2020)

<u>Vendor Name</u>	<u>Minority Vendors</u>		<u>PO#</u>	<u>Bid/Contract</u>	<u>Trans Date</u>	<u>Description</u>	<u>Amount</u>
	<u>MU</u>	<u>PA DGS</u>					
<b><u>Unrestricted Educational and General Funds</u></b>							
SINCLAIR BROADCAST GROUP INC			4500631997	Bidding Not Applicable	9/25/2020	Advertising	\$ 10,000.00
LEXIS-NEXIS			4500631045	Bidding Not Applicable	9/9/2020	Gift Subscription 2020-2021	\$ 10,995.00
MY JOVE CORPORATION			4500630225	Quote dated 8/24/2020	8/25/2020	New library research content subscription: Jove Chemistry & Environment 9/1/2020-8/31/2021	\$ 11,000.00
ATLAS SYSTEMS INC			4500630853	Bidding Not Applicable	9/3/2020	McNairy Library Atlas Systems	\$ 11,349.00
SHS SAFETY & TRAINING LLC			4000061112	Bidding Not Applicable	9/11/2020	Fire Alarm System Audit	\$ 11,600.00
SCANTRON CORP			4000061118	Proposal MU08172020	9/11/2020	Class Climate Evaluation System	\$ 13,560.00
EBSCO INDUSTRIES, INC.			4500628480	Bidding Not Applicable	7/30/2020	EBSCO Discovery Services Period: 7/1/2020 thru 6/30/2021	\$ 15,966.00
ALLSTATE TENT			4500630152	Quote # S02987	8/24/2020	(2) 30 x 40 Tents	\$ 16,226.84
CAEP			4500631150	Bidding Not Applicable	9/10/2020	Reaccreditation of teacher prep programs	\$ 16,600.00
INTERNATIONAL OFFICE CONSULTING INC			4000061138	Bidding Not Applicable	9/15/2020	Sunapsis Consulting	\$ 17,000.00
POINT AND CLICK SOLUTIONS INC			4500629554	Bidding Not Applicable	8/14/2020	Annual Hosting and Subscription	\$ 17,225.00
NRCCUA LLC			4500631020	#SO-00252485	9/9/2020	Outreach and recruitment	\$ 17,650.00
360 PAYMENT SOLUTIONS LLC			4000061050	Cost Analysis Proposal	9/1/2020	SMC Ticket office payment solutions	\$ 19,464.00
WASHINGTON PROFESSIONAL SYSTEMS			4500631491	Quote #DC20681	9/17/2020	Livestreaming equipment	\$ 19,941.11
JARROD N GOOD			4000060851	Bidding Not Applicable	8/6/2020	AV Independent Contractor	\$ 20,000.00
CHRISTOPHER J LUKACH			4000060872	LOA dated 7/17/2020	8/11/2020	Social Media Consulting	\$ 20,000.00
VBO TICKETS			4000061048	VBO Tickets Fees Proposal	9/1/2020	Ticket Service fees	\$ 20,000.00
EAB GLOBAL INC			4500631923	Proposal dated 9/23/2020	9/24/2020	Virtual Tour Subscription	\$ 20,999.00

<u>Vendor Name</u>	<u>Minority Vendors</u>		<u>PO#</u>	<u>Bid/Contract</u>	<u>Trans Date</u>	<u>Description</u>	<u>Amount</u>
	<u>MU</u>	<u>PA DGS</u>					
<u>Unrestricted Educational and General Funds (cont.)</u>							
THE STANDARD GROUP			4500630719	Proposal #8-261673R CoStar #009-068	9/2/2020	Admissions Box - Cherry Lock Kitting	\$ 24,895.00
DISABILITY EMPOWERMENT CENTER			4000061064	Sole Source	9/3/2020	Sign Language Interpreting	\$ 31,860.00
WEINSTEIN SUPPLY			4500628681	Quote #S025657766 CoStars #008-330	8/3/2020	Covid Fountians with Bottle Fillers	\$ 32,520.00
EBSICO INDUSTRIES, INC.			4500629737	PASSHE/EBSICO contract #4700000637	8/18/2020	Library research content subscriptions LWW Ovid nursing Journals and Project Muse 1/2021-12/2021	\$ 35,160.68
BERKSHIRE SYSTEMS GROUP INC			4500628350	PA STATE CONTRACT #4400015432	7/29/2020	CAMPUS SPRINKLER TESTING FY20-23 ALL OTHER BUILDINGS (E&G)	\$ 36,798.00
AMERICAN CHEMICAL SOCIETY			4500631034	PASSHE ACS sole source 2019-SS-RLG-33	9/9/2020	Library research content subscription ACS ALL	\$ 38,298.15
OCLC INC			4500631366	PASSHE Contract 4700003221	9/15/2020	Cataloging & Worldshare ILL 7/1/2020 - 6/30/2021	\$ 42,200.00
ESCO INC			4500630716	Proposal dated 6/1/2020 COSTARS #040-056 Fiscal Year 2020-21	9/2/2020	Monitored Fire Accounts	\$ 43,512.00
CLIFTONLARSONALLEN LLP			4500630979	PASSHE Contract 40000050939	9/8/2020	Audit for fiscal year 2020-2021	\$ 53,732.00
KARASCH & ASSOCIATES			4000061122	Sole Source	9/14/2020	Closed Captioning Services	\$ 75,600.00
WITT/KIEFFER			4500631922	PASSHE contract 4700002657	9/24/2020	Provost position search	\$ 75,666.00
COLLEGE BOARD			4500630212	PASSHE PO 4700004767	8/25/2020	College Board FY21 blanket commitment	\$ 82,000.00
ARRAYA SOLUTIONS			4500630193	Statement of work - OPP004406 Revision Number: 1.1 DGS ITQ Contract #4400023335	8/25/2020	ISE & DDI Deployments	\$ 120,000.00
ELLUCIAN SUPPORT INC.			4500631927	RENEWAL NUMBER: 100089.0 PASSHE Contract 4600000174-A2 Year 1	9/24/2020	Ellucian Maintenance on Banner and related Products	\$ 192,557.00

Vendor Name	Minority Vendors		PO#	Bid/Contract	Trans Date	Description	Amount
	MU	PA DGS					
<u>Restricted Educational and General Funds</u>							
GEOMETRICS INC			4500629522	Quote #10197	8/14/2020	G-857 PROTON MAGNETOMETER	\$ 13,200.00
BARBARA FINK			4000061149	Bidding Not Applicable	9/15/2020	Evaluation Services for CAMP	\$ 15,979.00
IMG ARTISTS LLC			4000060860	Agreement dated 5/20/2020	8/10/2020	Kingdom Choir Performance	\$ 20,000.00
JE TOURING INC			4000060925	Contract #1068627	8/18/2020	Jackie Evancho Holiday Performance	\$ 20,000.00
ARRAYA SOLUTIONS			4500629515	Quote #Q005654 CoStars #003-245	8/14/2020	MRI Research Grant Hardware	\$ 256,999.37
<u>Plant Funds</u>							
EDWIN ELLIOT & CO			4500630215	Quote dated 8/25/2020	8/25/2020	Repairs to pump house pump	\$ 10,272.00
PHC CORPORATION OF NORTH AMERICA			4500629669	Quote #20022222-2	8/18/2020	VIP ULT FREEZER UPRIGHT 26 CU.FT	\$ 11,996.00
ARRAYA SOLUTIONS			4000060831	Statement of Work - OPP003005 Revision Number: 1.3	8/4/2020	IT consulting for Advisory & Sharepoint	\$ 18,696.00
ARRAYA SOLUTIONS			4500631663	DGS ITQ CONTRACT NO. 4400023335 Revision #1.0 Dated 9/2/2020	9/21/2020	Microsoft 365 Compliance Consulting	\$ 19,000.00
INFO-TECH RESEARCH GROUP INC			4500628505	Proposal dated 7/30/2020	7/30/2020	Leadership Membership	\$ 21,000.00
ARRAYA SOLUTIONS			4500631564	Quote #Q005777 COSTARS #003-245	9/18/2020	Catalyst 9500	\$ 22,038.82
TUDBINK'S FARM			4000061165	Bid MVU-02-2020	9/17/2020	Seasonal Planters	\$ 28,708.34
INTEGRA BUSINESS CENTER			4500631790	Quote #024360 Version 2 COSTARS contract #HW 003-085 & SW#006-040 One year term	9/22/2020	Fortinet FortiSiem Campus and Wireless Security System	\$ 38,558.40
CEM CORPORATION			4500628804	Quote #00019173 Sole Source	8/5/2020	Mars 6 Synthesis	\$ 41,326.01

Vendor Name	Minority Vendors		PO#	Bid/Contract	Trans Date	Description	Amount																																
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<b><u>Plant Funds (cont.)</u></b>																																							
INTEGRA BUSINESS CENTER	WBE		4500631785	Quote #025061 Version 10 COSTARS contract #HW 003-085 & SW#006-040	9/22/2020	Wireless Solution (Outdoor Learning) Exterior Wireless Upgrade Cisco Hardware and Licensing	\$ 118,158.30																																
<b><u>Current Unrestricted Auxiliary Fund</u></b>																																							
DEMPSEY UNIFORM & LINEN SUPPLY INC			4500630129	Quote dated 8/1/2020	8/24/2020	Dining linen products	\$ 10,679.95																																
TURKEY HILL DAIRY			4500630103	Quote dated 8/1/2020	8/24/2020	Bottled Drink Products	\$ 11,335.74																																
ADIRONDACK SOLUTIONS			4500631377	Quote dated 8/28/2020 Sole Source	9/15/2020	The Housing Director, All Interfaces, DIM, (Hosted Services)	\$ 15,000.00																																
HERR FOODS, INC.			4500630099	Quote dated 8/1/2020	8/24/2020	Snack Food Products	\$ 17,000.00																																
ROLLING FRITO LAY SALES LP			4500630117	Quote dated 8/1/2020	8/24/2020	Snack Food Products	\$ 18,697.22																																
COOPER-BOOTH WHOLESALE CO LP			4500630122	Quote dated 8/1/2020	8/24/2020	Snack Food Products	\$ 18,862.58																																
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VI. Resources Committee Report (*continued*)

Ms. Kathryn R. Ross, Chairperson

**B. FOR ACTION** – Millersville University Budget Update

**MILLERSVILLE UNIVERSITY  
Current Unrestricted Fund  
Educational and General Budget Projection**

	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 CPP BUDGET	2020-21 OCTOBER PROJECTION
<b>I. SOURCE OF FUNDS</b>				
Prior Year Carryover	2,171,405	2,014,342	899,689	2,821,950
State Appropriation	34,805,234	35,567,379	35,508,826	35,508,826
University Revenue - Tuition, Fees, Miscellaneous	93,030,520	92,253,544	89,938,421	87,306,859
<b>TOTAL SOURCE OF FUNDS</b>	<b>130,007,160</b>	<b>129,835,265</b>	<b>126,346,936</b>	<b>125,637,635</b>
<b>II. USE OF FUNDS</b>				
Personnel Compensation	96,684,066	97,505,811	96,829,895	98,177,480
Services, Supplies, & Other Exp	23,317,237	22,712,799	23,526,958	21,389,978
Capital Expenditures	467,086	1,446,218	1,707,194	1,707,194
Auxiliary Chargebacks	(4,100,695)	(3,139,416)	(2,966,841)	(1,977,894)
Transfers To & From Plant & Endowment	9,665,880	7,181,167	5,610,339	4,724,933
Reserve for Future Commitments	3,371,137	3,855,818	1,615,943	1,615,943
<b>TOTAL USE OF FUNDS</b>	<b>129,404,711</b>	<b>129,562,396</b>	<b>126,323,489</b>	<b>125,637,635</b>
<b>TOTAL EXCESS/(SHORTFALL)</b>	<b>602,448</b>	<b>272,869</b>	<b>23,447</b>	<b>0</b>

**Proposed Motion:**

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

VI. Resources Committee Report (*continued*)

Ms. Kathryn R. Ross, Chairperson

C. **FOR ACTION** – 2019-20 Audited Financial Statements and Designation of Fund Balance

**Proposed Motion:**

Move adoption of the following resolution:

Whereas, Not all commitments budgeted during the 2019-20 fiscal year were converted to firm purchase orders or contracts by June 30, 2020.

Whereas, Various independent and departmental operations are permitted to carry over their budget balance available to the subsequent fiscal year; and

Whereas, It is prudent to establish a reserve for unforeseen and unbudgeted contingencies; therefore, be it

Resolved, That the Millersville University Council of Trustees hereby accepts the draft of the audited 2019-20 Financial Statements and approves the following designation of current unrestricted fund balances as of June 30, 2020.

Quasi-Endowment	\$662,779
University Emergency Loan Funds	\$50,017
Instruction & General Equipment	\$408,174
Scholarships	\$1,663,063
Department & Independent Ops Carryover	\$13,120,597
Contingency Reserve	\$7,538,840
Shared Administrative System	\$ -
Renovations	<u>\$14,085,822</u>
<b>Total</b>	<b>\$37,529,292</b>

VI. Resources Committee Report (*continued*)

Ms. Kathryn R. Ross, Chairperson

D. **FOR ACTION** – Fees for 2021-22 & 2022-23

The University administration is recommending the following fee structure for the 2021-22 & 2022-23 academic years. The Student Center operating rates, the Health Center rates, and Room and Board rates are predicated on anticipated increases in personnel costs, normal inflationary increases in the operating area, and increases in utility charges. For 2021-22 and 2022-23, there is no recommended increase in the Room and Board Fee.

The increase in the Undergraduate General Fee represents the automatic indexing of the Academic Support Fee to undergraduate tuition rates pursuant to prior Council of Trustees' policy. At this time, PASSHE has provided 1.0% (prior to rounding to the whole dollars) as a guideline for planning and our rates for Academic Support Fee reflects this guideline, subject to actual tuition that will be set with new tuition guidelines.

Under Miscellaneous Fees 2021-22 & 2022-23, no increases are recommended for the following fees: Degree Fee, Transcript Fee, Room Deposit Fee, Return Check Fee, Advance Deposit (Tuition) and the Application Fee for Undergraduates and Graduates.

**Proposed Motions (as presented in Attachment C):**

Move acceptance of the report on the room and board rates to remain the same, which results in an average of \$5,701 per semester for 2021-22.

Move acceptance of the report on the room and board rates to remain the same, which results in an average of \$5,701 per semester for 2022-23.

Move acceptance of the report on the Student Center Maintenance Operations Fee to remain at \$21.50 per credit maximum at \$258.00 per semester effective fall 2021.

Move acceptance of the report on the Student Center Maintenance Operations Fee to remain at \$21.50 per credit maximum at \$258.00 per semester effective fall 2022.

Move acceptance of the report on the Student Activity Fee to remain at \$12.75 per credit maximum at \$153.00 per semester effective fall 2021.

Move acceptance of the report on the Student Activity Fee to remain at \$12.75 per credit maximum at \$153.00 per semester effective fall 2022.

Move acceptance of the report on the Shuttle Bus Fee to remain at \$1.50 per credit maximum at \$18.00 per semester effective fall 2021.



VI. Resources Committee Report (*continued*)

Ms. Kathryn R. Ross, Chairperson

Move acceptance of the report on the Shuttle Bus Fee to remain at \$1.50 per credit maximum at \$18.00 per semester effective fall 2022.

Move approval of the report on the increase in Health Fee to \$9.25 per credit maximum at \$111.00 per semester per semester effective fall 2021.

Move approval of the report on the increase in Health Fee to \$9.50 per credit maximum at \$114.00 per semester per semester effective fall 2022.

Move acceptance of the report on the Student Center Expansion Fee to remain at \$13.00 per credit maximum at \$156.00 effective fall 2021.

Move acceptance of the report on the Student Center Expansion Fee to remain at \$13.00 per credit maximum at \$156.00 effective fall 2022.

Move approval of the report on the increase in the Academic Support Fee for Undergraduate students to \$34.25 per credit maximum at \$411.00 per semester effective fall 2021.

Move approval of the report on the increase in the Academic Support Fee for Undergraduate students to \$34.50 per credit maximum at \$414.00 per semester effective fall 2022.

Move approval of the report on the increase in the Academic Support Fee for Graduate Students to \$555.75 per semester, for 9 credits, effective fall 2021.

Move approval of the report on the increase in the Academic Support Fee for Graduate Students to \$560.25 per semester, for 9 credits, effective fall 2022.

Move acceptance of the report on the following Miscellaneous Fees having no increases: Degree Fee, Transcript Fee, Room Deposit Fee, Return Check Fee, Advance Deposit (Tuition) and the Application Fee for Undergraduates and Graduates.

Move approval of the report on the room rental rates for Shenks and Reighard to remain at \$3,894 per semester effective fall 2021.

Move approval of the report on the increase in room rental rates for Shenks and Reighard to \$3,894 per semester effective fall 2022.

**2021-22 FEES**

<b><u>Room/Board</u></b>	<b><u>Present Semester Fee</u></b>	<b><u>Proposed Semester Fee</u></b>	<b><u>Change</u></b>	<b><u>Percent Change</u></b>
Room	\$3,894.00	\$3,894.00	\$0.00	0.0%
Board	\$1,807.00	\$1,807.00	\$0.00	0.0%
<b>Total Room and Board</b>	<b>\$5,701.00</b>	<b>\$5,701.00</b>	<b>\$0.00</b>	<b>0.0%</b>
<b><u>General Fee</u></b>				
Student Center Maint/Ops	\$ 258.00	\$ 258.00	\$0.00	0.0%
Student Activity Fee	\$ 153.00	\$ 153.00	\$0.00	0.0%
Shuttle Bus	\$ 18.00	\$ 18.00	\$0.00	0.0%
Health Services	\$ 108.00	\$ 111.00	\$3.00	2.8%
Student Center Expansion	\$ 156.00	\$ 156.00	\$0.00	0.0%
Academic Support	\$ 408.00	\$ 411.00	\$3.00	0.7%
<b>Total General Fee</b>	<b>\$1,101.00</b>	<b>\$1,107.00</b>	<b>\$6.00</b>	<b>0.5%</b>
<b>TOTAL GEN FEE + ROOM &amp; BOARD (U)</b>	<b>\$6,802.00</b>	<b>\$6,808.00</b>	<b>\$6.00</b>	<b>0.1%</b>
<b><u>General Fee (G)</u></b>				
Student Center Maint/Ops	\$ 193.50	\$ 193.50	\$0.00	0.0%
Student Activity Fee	\$ 114.75	\$ 114.75	\$0.00	0.0%
Shuttle Bus	\$ 13.50	\$ 13.50	\$0.00	0.0%
Health Services	\$ 81.00	\$ 83.25	\$2.25	2.8%
Student Center Expansion	\$ 117.00	\$ 117.00	\$0.00	0.0%
Academic Support	\$ 549.00	\$ 555.75	\$6.75	1.2%
<b>Total General Fee (G)</b>	<b>\$1,068.75</b>	<b>\$1,077.75</b>	<b>\$9.00</b>	<b>0.8%</b>
<b>Note: Graduate (G) assumes 9 credits</b>				

**2022-23 FEES**

<b><u>Room/Board</u></b>	<b>2021-22 Semester Fee</b>	<b>Proposed Semester Fee</b>	<b>Change</b>	<b>Percent Change</b>
Room	\$3,894.00	\$3,894.00	\$0.00	0.0%
Board	\$1,807.00	\$1,807.00	\$0.00	0.0%
<b>Total Room and Board</b>	<b>\$5,701.00</b>	<b>\$5,701.00</b>	<b>\$0.00</b>	<b>0.0%</b>
<b><u>General Fee</u></b>				
Student Center Maint/Ops	\$ 258.00	\$ 258.00	\$0.00	0.0%
Student Activity Fee	\$ 153.00	\$ 153.00	\$0.00	0.0%
Shuttle Bus	\$ 18.00	\$ 18.00	\$0.00	0.0%
Health Services	\$ 111.00	\$ 114.00	\$3.00	2.7%
Student Center Expansion	\$ 156.00	\$ 156.00	\$0.00	0.0%
Academic Support	\$ 411.00	\$ 414.00	\$3.00	0.7%
<b>Total General Fee</b>	<b>\$1,107.00</b>	<b>\$1,113.00</b>	<b>\$6.00</b>	<b>0.5%</b>
<b>TOTAL GEN FEE + ROOM &amp; BOARD (U)</b>	<b>\$6,808.00</b>	<b>\$6,814.00</b>	<b>\$6.00</b>	<b>0.1%</b>
<b><u>General Fee (G)</u></b>				
Student Center Maint/Ops	\$ 193.50	\$ 193.50	\$0.00	0.0%
Student Activity Fee	\$ 114.75	\$ 114.75	\$0.00	0.0%
Shuttle Bus	\$ 13.50	\$ 13.50	\$0.00	0.0%
Health Services	\$ 83.25	\$ 85.50	\$2.25	2.8%
Student Center Expansion	\$ 117.00	\$ 117.00	\$0.00	0.0%
Academic Support	\$ 555.75	\$ 560.25	\$4.50	0.8%
<b>TOTAL FEES (G)</b>	<b>\$1,077.75</b>	<b>\$1,084.50</b>	<b>\$6.75</b>	<b>0.6%</b>

**Note: Graduate (G) assumes 9 credits**

**MISCELLANEOUS FEES (Recommendation for both 2021-22 & 2022-23)**

<u>Fee</u>	<u>Current Rate</u>		<u>Recommendation</u>	
Degree	\$ 30.00		\$ 30.00	
Transcript – Standard	\$ 5.00		\$ 5.00	
Transcript – Same Day	\$ 10.00		\$ 10.00	
Room Deposit	\$ 200.00		\$ 200.00	
Return Check	\$ 35.00		\$ 35.00	
Advance Deposit:				
Full-Time	\$ 150.00		\$ 150.00	
Part-Time	\$ 150.00		\$ 150.00	
Application Fee (UG)	\$ 40.00	Online	\$ 40.00	Online
	\$ 50.00	Paper	\$ 50.00	Paper
Application Fee (G)	\$ 40.00		\$ 40.00	

**NOTE:** The rates below were discussed between the University and Student Lodging, Inc.

2021-22	Present Semester <u>Fee</u>	Proposed Semester <u>Fee</u>	<u>Change</u>	<u>Percent Change</u>
<b><u>Shenks</u></b>				
A Suites	\$4,466.00	\$4,466.00	\$0.00	0.0%
B Suites - Single	\$4,466.00	\$4,466.00	\$0.00	0.0%
B Suites - Double	\$4,108.00	\$4,108.00	\$0.00	0.0%
C Suites	\$3,894.00	\$3,894.00	\$0.00	0.0%
D Suites	\$4,108.00	\$4,108.00	\$0.00	0.0%
<b><u>Reighard</u></b>				
C Suites	\$3,894.00	\$3,894.00	\$0.00	0.0%
2022-23	2021-22 Semester <u>Fee</u>	Proposed Semester <u>Fee</u>	<u>Change</u>	<u>Percent Change</u>
<b><u>Shenks</u></b>				
A Suites	\$4,466.00	\$4,466.00	\$0.00	0.0%
B Suites - Single	\$4,466.00	\$4,466.00	\$0.00	0.0%
B Suites - Double	\$4,108.00	\$4,108.00	\$0.00	0.0%
C Suites	\$3,894.00	\$3,894.00	\$0.00	0.0%
D Suites	\$4,108.00	\$4,108.00	\$0.00	0.0%
<b><u>Reighard</u></b>				
C Suites	\$3,894.00	\$3,894.00	\$0.00	0.0%

**NOTE:** The rates below were approved by the Board of Student Services, Inc..

**FOR INFORMATIONAL PURPOSES ONLY**

**2021-22**

	Present Semester <u>Fee</u>	Proposed Semester <u>Fee</u>	<u>Change</u>	<u>Percent Change</u>
<b><u>South – August 2014 Delivery</u></b>				
2 Bedroom / 1 Bathroom Single Occupancy Semi-Suite	\$4,953.00	\$4,953.00	\$0.00	0.0%
2 Bedroom / 2 Bathroom Double Occupancy Suite	\$4,953.00	\$4,953.00	\$0.00	0.0%
2 Bedroom / 2 Bathroom Double Occupancy Semi-Suite	\$4,390.00	\$4,390.00	\$0.00	0.0%
<b><u>East – August 2015 Delivery</u></b>				
One Bedroom Private Suite	\$5,083.00	\$5,083.00	\$0.00	0.0%
2 Bedroom / 1 Bathroom Single Occupancy Semi-Suite	\$4,953.00	\$4,953.00	\$0.00	0.0%
2 Bedroom / 2 Bathroom Double Occupancy Semi-Suite	\$4,390.00	\$4,390.00	\$0.00	0.0%
Living Learning Suite	\$4,919.00	\$4,919.00	\$0.00	0.0%
<b><u>West – August 2016 Delivery</u></b>				
One Bedroom Private Suite	\$5,083.00	\$5,083.00	\$0.00	0.0%
2 Bedroom / 1 Bathroom Single Occupancy Semi-Suite	\$4,953.00	\$4,953.00	\$0.00	0.0%
2 Bedroom / 2 Bathroom Double Occupancy Semi-Suite	\$4,390.00	\$4,390.00	\$0.00	0.0%
Living Learning Suite	\$4,919.00	\$4,919.00	\$0.00	0.0%

**FOR INFORMATIONAL PURPOSES ONLY****2022-23**

	2021-22 Semester <u>Fee</u>	Proposed Semester <u>Fee</u>	<u>Change</u>	<u>Percent Change</u>
<b><u>South – August 2014 Delivery</u></b>				
2 Bedroom / 1 Bathroom Single Occupancy Semi-Suite	\$4,953.00	\$4,953.00	\$0.00	0.0%
2 Bedroom / 2 Bathroom Double Occupancy Suite	\$4,953.00	\$4,953.00	\$0.00	0.0%
2 Bedroom / 2 Bathroom Double Occupancy Semi-Suite	\$4,390.00	\$4,390.00	\$0.00	0.0%
<b><u>East – August 2015 Delivery</u></b>				
One Bedroom Private Suite	\$5,083.00	\$5,083.00	\$0.00	0.0%
2 Bedroom / 1 Bathroom Single Occupancy Semi-Suite	\$4,953.00	\$4,953.00	\$0.00	0.0%
2 Bedroom / 2 Bathroom Double Occupancy Semi-Suite	\$4,390.00	\$4,390.00	\$0.00	0.0%
Living Learning Suite	\$4,919.00	\$4,919.00	\$0.00	0.0%
<b><u>West – August 2016 Delivery</u></b>				
One Bedroom Private Suite	\$5,083.00	\$5,083.00	\$0.00	0.0%
2 Bedroom / 1 Bathroom Single Occupancy Semi-Suite	\$4,953.00	\$4,953.00	\$0.00	0.0%
2 Bedroom / 2 Bathroom Double Occupancy Semi-Suite	\$4,390.00	\$4,390.00	\$0.00	0.0%
Living Learning Suite	\$4,919.00	\$4,919.00	\$0.00	0.0%

VI. Resources Committee Report

Ms. Kathryn R. Ross, Chairperson

E. **FOR ACTION** – Reprogramming of Jefferson Hall Renovation to Brooks Hall Renovations

**Proposed Motion:** Move approval of the following resolution:

WHEREAS, The Jefferson Hall Renovation (DGS 411-66 Ph1) programmed amount of \$10,500,000 will be reprogrammed to the Brooks Hall Renovation for the Lombardo College of Business;

WHEREAS, the Jefferson Hall Renovation is funding per the PASSHE Capital Spending Plan for 2017/18;

WHEREAS, the Campus Facilities Master Plan identifies Jefferson Hall to be demolished with the relocation of Athletics Department to Lehigh Hall on an interim basis;

WHEREAS, the Brooks Hall Renovation is currently in the conceptual study phase;

WHEREAS, that additional fund raising, and other funds sources will be required for the Brooks Hall Renovation currently estimated at \$27,000,000 not including sustainable energy infrastructure;

RESOLVED, that the Millersville University Council of Trustees hereby approves the reprogramming of \$10,500,000 for the Jefferson Hall Renovation to the Brooks Hall Renovation.

VI. Resources Committee Report (*continued*)

Ms. Kathryn R. Ross, Chairperson

F. **FOR ACTION** - Millersville University Foundation Endowments

- The Lockey Family Nursing Scholarship Endowment\*
- Morgan Fund for Athletic Scholarship Quasi-endowment\*

*Note: For informational purposes, all endowments indicated with an asterisk (\*) above, have also reached threshold since the last COT meeting.*

**Proposed Motion:**

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



VI. Resources Committee Report (*continued*)

Ms. Kathryn R. Ross, Chairperson

G. **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. Kathryn R. Ross, Chairperson

H. **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.

VII. New Business

Mr. Michael G. Warfel, Chairman

A. No Items to Report

VIII. 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, March 3, 2021, in accordance with Council approval on June 10, 2020.

B. Date for Next Regular Meeting - Information

The date for the next Regular Meeting of the Council of Trustees is Wednesday, March 17, 2021, in accordance with Council approval on June 10, 2020.

IX. Adjournment