



Become the Millersville University Student Trustee!

- Are you committed to promoting Millersville University?
- Do you take an active part in being involved in Millersville University activities?
- Are you concerned about the welfare of Millersville students?
- Are you knowledgeable regarding the issues facing the University?
- Will you have completed at least two semesters at Millersville as a full-time student by the end of the **Spring 2026** semester?
- You must have a cumulative QPA of 2.0 or higher
- You must be a full-time student.
- Serve until you graduate!

If so, seek nomination to become a member of the Millersville University Council of Trustees!

INFORMATION & APPLICATION PACKET IS BELOW
DEADLINE TO APPLY IS **MONDAY, FEBRUARY 6, 2026**

Millersville University Student Trustee Definitions & Expectations

The Council of Trustees of Millersville University

PA Act 188 of 1982

Source: <https://www.passhe.edu/inside/legal/Documents/Act188.pdf>

SECTION 2008-A. COUNCILS OF TRUSTEES

(a) The council of each of the institutions shall consist of eleven (11) members who, except for student members, shall be nominated and appointed by the Governor with the advice and consent of the Senate. At least two (2) members of the eleven (11) member council of trustees shall be alumni of the institution.

(b) Ten (10) members of each council shall serve terms of six (6) years, respectively and until their respective successors are duly appointed and qualified.

(b.1) One (1) member of each council shall be a student appointed by the board under section 2006-A(a)(17). The student member shall serve a term of four (4) years or for so long as the student is a full-time student in attendance at the institution of which the student is a trustee, whichever period is shorter, and is in good academic standing. If a student member is temporarily unable, for medical or valid academic reasons, to fulfill the responsibilities of office, the Council of Trustees may appoint an otherwise qualified student to serve as an alternate until the return of the student member.

(b.2) Vacancies occurring before the expiration of the term of any member shall be filled in like manner for the unexpired term.

(c) Six (6) members of a council shall constitute a quorum. Each council shall select from its members a chairperson and a secretary to serve at the pleasure of the council. Each council shall meet at least quarterly, and additionally at the call of the president, or its chairperson, or upon request of three (3) of its members.

(2008-A amended July 1, 2020, P.L.558, No.50)

SECTION 2009-A. POWERS AND DUTIES OF COUNCILS OF TRUSTEES.

(a) In accordance with policies, procedures and standards adopted by the board, the council of each institution shall have the power and its duty shall be:

(1) To make recommendations to the chancellor for the appointment and retention of the president following input by students, faculty, staff and alumni.

(1.1) To make recommendations to the chancellor for the dismissal of the president.

(2) To assist the president in developing proper relations and understanding between the institution and its programs and the public, in order to serve the interests and needs of both.

(3) To review and provide input to the president pertaining to policies and procedures governing the use of institutional facilities and property.

(4) To approve schools and academic programs.

(5) To review and approve the recommendations of the president pertaining to annual operating and capital budget requirements for forwarding to the board.

(6) To review and approve recommendations for charges to room and board and other fees.

(7) To review contracts and purchases negotiated or awarded by the president, including any contract or purchase reports, with or without competitive bidding and all contracts for consultative services entered by the president.

(8) To represent the institution at official functions of the Commonwealth.

(9) To take such other action as may be necessary to effectuate the powers and duties herein delegated.

(10) In accordance with the evaluation procedure established by the board each council shall conduct an evaluation of the president and forward the results of that evaluation with recommendation to the chancellor for submission to the board.

(11) By resolution adopted by the council to authorize campus police who have completed firearms training in accordance with 53 Pa.C.S. § 2167(a) (relating to police training) to carry firearms in the course of duty for any institution whose campus police are authorized to carry firearms on the effective date of this paragraph, the authority to carry firearms shall remain in effect unless the council by resolution dissolves such authority.

(b) (Reserved).

(2009-A amended July 1, 2020, P.L.558, No.50)

Involvement in University events and activities

Formal Meetings

1. Attend regular Council of Trustees (COT) meetings and post-meeting dinners with the President's Advisory Council and advisers to the COT (President of the Student Senate Chairperson of the Faculty Senate, President of APSCUF-MU, and President of the Alumni Association or their designees)

Frequency: Quarterly (March, June, September, December) approximately 3:30 to 7:30 p.m.

2. Conduct an evaluation of the University President

Frequency: Once a year, generally in March

3. Conduct an inspection of University facilities

Frequency: As needed

4. Meet with the Vice President for Student Affairs

Frequency: Quarterly

5. Meet with the Vice President for Finance & Administration

Frequency: Periodically

6. Serve as liaison between the COT and Student Senate by attending Student Senate meetings

Frequency: Minimum of three (3) per semester

7. Attend Board of Governors (BOG) meetings

Frequency: As needed

8. Attend PA Association of Councils of Trustees Conference

Frequency: Once per semester

9. Attend PASSHE Student Trustee Meetings

Frequency: As needed

Workshops

1. Attend monthly workshops with the President to learn about and contribute to University affairs and the annual COT/Cabinet Retreat.

Frequency: As requested by COT Chair and/or President

Committees

1. Serve on the Council's Programs Committee
Frequency: Quarterly (one week before regular COT meetings)
2. Attend commencements and post- commencement luncheons as an honored member of the platform
Frequency: Twice per year (May and December) on Saturday or Sunday
3. Attend the Honors and Awards Convocation as an honored guest
Frequency: Once per year (fall) on a Saturday morning
4. Attend other special events
Frequency: Varies

Ongoing support

1. Participate in the University's advancement efforts through advice and counsel, including comments on the University's fundraising plans, its public relations and alumni programs, its initiatives with government representatives, and its publications.
2. Assist the university's advancement efforts by initiating contacts with prospective donors and by demonstrating leadership through individual giving.
3. Assist in contacting government officials on University business, as appropriate.

Duties and Responsibilities of the Position

The Millersville University Student Trustee is a regular member of the eleven-member Council of Trustees, with all rights, privileges, duties, and responsibilities of other Millersville trustees.

Eligibility Criteria

Eligible candidates must be at least a first-semester sophomore when first becoming a trustee, have a cumulative QPA of at least 2.0, and be enrolled for at least 12 credits.

Additional Selection Criteria

- Expected graduation date
- Participation in University activities; honors/awards received; other accomplishments from college and/or high school
- Expression of interest
- Demonstrated concern for the welfare of students and the University
- Perspective on University issues
- Perspective on the responsibilities of the position
- Maturity/attitude
- Communication skills in verbal and written form (ability to organize thoughts and share ideas clearly and effectively)
- Awareness of campus activities, opportunities and resources

How to Apply

- Complete the application enclosed in this packet.
- Obtain the following three references (form enclosed in this packet) or using online form:
<https://forms.office.com/r/dHBrCCfM5a>
 - Reference #1 – Millersville faculty/staff
 - Reference #2 – MU student
 - Reference #3 – Any professional or Millersville faculty/staff
- **Use your Millersville E-mail!**

Completed **Applications and Reference Forms** must be received by the Student Affairs Office in the Student Memorial Center no later than **4:00 P.M. on Friday, February 6, 2026.**

APPLICATION

STUDENT MEMBER OF A PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION UNIVERSITY COUNCIL OF TRUSTEES

Name _____

Student ID Number (P Number)

Local Address _____

Home Address _____

Preferred Telephone Number _____

Millersville University E-mail _____

Number of Credit Hours Earned (include current semester hours). Please attach a copy of your
academic record – can be downloaded from MAX. _____

Expected Graduation Date _____ Current Cumulative GPA _____

Academic Major _____ Academic Minor _____

Date of High School Graduation _____

Name of High School _____

Town, State, Zip _____

ON A SEPARATE DOCUMENT, PLEASE ANSWER THE FOLLOWING QUESTIONS

1. List at least three co-curricular or extra-curricular activities which you have been involved with at Millersville University. Also, list any awards/scholarships you have received.
2. State how you are committed to promoting Millersville University. Please list at least five ways in which you are promoting Millersville University.
3. Describe the role and importance of a Student Trustee. Please state your reason(s) for seeking this position and the contributions you believe you can make in this role.
4. Describe what you think will be the three most important issues the University will face in the next five years. Explain the significance of each.
5. State your concerns for the welfare of Millersville University and the future for incoming students?
6. Describe the most important accomplishment of your college career and why it was important.
7. Describe two of your strengths and how they could benefit your performance in a leadership position.
8. If you had the opportunity to meet with the University President on a monthly basis what would your agenda items consist of?
9. Please provide any additional important information about yourself that you would like to share. (Optional)

COMPLETED APPLICATIONS AND THREE (3) COMPLETED REFERENCES MUST BE RECEIVED BY:
Caelin Grambau, Student Affairs Secretary, at caelin.grambau@millersville.edu

BY 4:00 P.M. ON FRIDAY, FEBRUARY 6, 2026

**REFERENCE FORM FOR STUDENT
TRUSTEE APPLICANTS**

Name of Applicant: _____

Name of Reference: _____

Please note: Applicant will not view your answers

Please check below your affiliation to the applicant:

☐ MU Faculty/Staff ☐ Peer ☐ Professional

Please comment to the extent of your knowledge on the applicants:

Level of maturity

Ability to communicate in verbal and written form

Leadership skills

Involvement in University activities

Ability to represent students

Capacity to understand issues facing the University

PLEASE RETURN COMPLETED REFERENCE FORM BY:

4:00 P.M. ON FRIDAY, FEBRUARY 6, 2026

Email directly to: caelin.grambau@millersville.edu

STUDENT TRUSTEE SELECTION PROCESS AND TIMELINE

1. 'Ville Daily posted and application goes live on **January 20, 2026 (posted through January 30).**
2. Applications are due to the Office of the Vice President for Student Affairs by **February 6, 2026.**
3. The Screening Committee will review applications the **week of February 9, 2026.**
4. The Screening Committee will meet and select candidates for interview the **week of February 23, 2026.**
5. Interviews with the Screening Committee will be held the **week of March 2, 2026.**
6. The Screening Committee will then forward the name(s) of the recommended student candidate(s) to the President of the University **no later than March 11, 2024.**
7. The President will then forward their recommendation(s) to the Chancellor for the PA State System of Higher Education (PASSHE) **on or before March 25, 2026.**
8. The Chancellor will then interview the candidate(s) and forward their nomination to the Chair of the Board of Governors for PASSHE **by April 15, 2026.**