

Become a Millersville University Student Trustee!

- Are you committed to promoting Millersville University?
- Do you take an active part in being involved in Millersville University activities?
- What are your concerns 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 2019** semester?
- You must have a cumulative QPA of 2.0 or higher
- You must have at least 12 credits

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

For more information on the duties and selection criteria for Student Trustee, download application materials at <http://www.millersville.edu/saem/student-resources/leadership-opportunities-for-students.php> or pick up an application packet at the Lombardo Welcome Center Front Desk.

**APPLICATION DEADLINE IS:
FRIDAY, FEBRUARY 22, 2019**

**Duties and Responsibilities of
The Council of Trustees of Millersville University**

A. Responsibilities expressed in Act 188 and accomplished during regular meetings of the Council of Trustees

In accordance with the rules and regulations 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, retention, or dismissal of the president following consultation with students, faculty, and alumni.
- (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 approve the recommendations of the president as to standards for the admission, discipline and expulsion of students.
- (4) To review and approve the recommendations of the president pertaining to policies and procedures governing the use of institutional facilities and property.
- (5) To approve schools and academic programs.
- (6) To review and approve the recommendations of the president pertaining to annual operating and capital budget requirements for forwarding to the Board.
- (7) To review and approve charges for room and board and other fees except student activity fees.
- (8) To conduct an annual physical inspection of facilities and make recommendations regarding maintenance and construction to the Board.
- (9) To review and approve all contracts and purchases negotiated or awarded by the president with or without competitive bidding and all contracts for consultative services entered by the president.
- (10) To represent the institution at official functions of the Commonwealth.
- (11) To take such other action as may be necessary to effectuate the powers and duties herein delegated.
- (12) 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.

B. Involvement in University events and activities

Formal Meetings

- | | <u>Frequency</u> |
|--|---|
| 1. Attend regular Council of Trustees meetings plus post-meeting dinners with the President's Advisory Council and advisers to the Council of Trustees (President of the Student Senate, Chairperson of the Faculty Senate, President of APSCUF-MU, and President of the Alumni Association or their designees). | Four times a year (March, June, September, and December) from 3:30 to approximately 7:30 p.m. |
| 2. Conduct an evaluation of the University President. | Once a year, generally in March |
| 3. Conduct an inspection of University facilities. | Four times a year |
| 4. Meet with the Vice President for Student Affairs & Enrollment Management | Four times a year |
| 5. Meet with the Vice President for Finance & Administration | Periodically |
| 6. Attend Student Senate meetings. Serve as a liaison between Council of Trustees and Student Senate | Minimum of three (3) per semester |
| 7. Attend Board of Governors (BOG) meetings | As necessary |
| 8. Attend PA Association of Councils of Trustees Conference | Once per semester |

Workshops

- | | <u>Frequency</u> |
|---|--|
| 1. Attend workshops with the President to learn about and contribute to University affairs. | As requested by COT Chair and/or President |

Committees

- | | <u>Frequency</u> |
|---|--|
| 1. Serve on the Council's Programs Committee | Four times a year (one week before the Council's regular meetings) from approximately 4:30 to 8 p.m. |
| 2. Serve on the Honorary Degree Committee (five members only) | As needed |
| Special Events | Frequency |

Committees (cont.)

3. Attend commencements (as an honored member of the platform party) and post-commencement luncheons
4. Attend the Honors and Awards Convocation as an honored guest
5. Attend other special events

Frequency (cont.)

Two times a year (May and December) on Saturday or Sunday

Once a year (Fall) on a Saturday morning

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.

Sources:

Act 188 of 1982

Section 20-2009-A. Powers and Duties of Council of Trustees

Revised 11.2.12

<http://www.pashe.edu/about/Act188/Pages/Section%2020-2009-A.aspx>

Millersville University Student Trustee Information and Application

Duties and Responsibilities of the Position

The Millersville University Student Trustee is a regular member of the eleven-member Council of Trustees, with all the rights, privileges, duties, and responsibilities of all other Millersville trustees. A job description for Trustees is enclosed in this packet.

Eligibility Criteria

Eligible candidates must be at least a first-semester sophomore, but no more than a second-semester junior 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
- University activities; honors/awards received; other accomplishments as a college and/or high school student
- Expression of interest in the position
- Demonstrated concern for the welfare of students and the University
- State your perspective of the issues which you believe face the University
- Indicate what you believe to be the responsibilities of the position
- Maturity/attitude
- Communication skills (ability to organize thoughts and share ideas clearly and effectively) in verbal and written form
- University involvement (awareness of campus opportunities and resources)

How to Apply

- Complete the application enclosed in this packet.
- Obtain the following three references (form enclosed in this packet):
 - Reference #1 – Millersville faculty/staff
 - Reference #2 – MU student
 - Reference #3 – Any professional or Millersville faculty/staff

Completed applications and reference forms must be received at the Student Affairs & Enrollment Management office, Suite 107/SMC, (ext. 7083) by: **FRIDAY, FEBRUARY 22, 2019.**

If you have any questions, contact:

Brian Hazlett
VP/Student Affairs &
Enrollment Management
717-871-5714

Kaitlyn Bistline
Search Chair
kmbistli@millersville.edu

**APPLICATION FORM FOR STUDENT MEMBER
OF A STATE SYSTEM OF HIGHER EDUCATION
UNIVERSITY COUNCIL OF TRUSTEES**

PLEASE ANSWER THE FOLLOWING QUESTIONS

Name _____

M Number _____

Local Address _____

Home Address _____

Preferred Telephone Number _____

Millersville University E-mail _____

Number of Credit Hours Earned (include hours in which you are enrolled in the current semester). Please attach a copy of your academic record – you can download it 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. Please list at least three co-curricular and extra-curricular activities in which you have been involved in at Millersville University, and list any awards/scholarships you have received.
2. How are you committed to promoting Millersville University? Please list five ways in which you are promoting Millersville University?
3. Please describe what you believe to be the role and importance of a Student Trustee.
 - a. Please state your reason(s) for seeking the position of Student Trustee.
 - b. Please describe the contributions you believe you will make in this role.
4. Please describe what you think will be the three most important issues the University will face during the next five years. Explain the significance of each.
5. What is your concern of the welfare of Millersville University and the future for incoming students?
6. What has been the most important accomplishment of your college career? Why?
7. Please describe two of your strengths and how they could affect your performance in a leadership position.
8. If you had the opportunity to meet with the University President on a monthly basis, which is very likely to happen, what would some of your agenda items consist of?
9. Please provide any additional important information about yourself that you would like to share. (Optional)

PLEASE RETURN COMPLETED APPLICATIONS BY **FRIDAY, FEBRUARY 22, 2019**

To:
Student Affairs & Enrollment Management Office
Lombardo Welcome Center

**REFERENCE FORM FOR STUDENT TRUSTEE CANDIDATES
PLEASE TYPE YOUR ANSWERS. THIS FORM IS ALSO AVAILABLE
AT:**

<http://www.millersville.edu/saem/student-resources/leadership-opportunities-for-students.php>

Name of Applicant: _____

Reference: _____

Note: Applicant will not have an opportunity to 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 applicant's:

Level of maturity

Ability to communicate (ability to organize and express thoughts) in verbal and written form

Leadership skills

Involvement in University activities

Ability to represent students

Capacity to understand issues facing the University

Please put your letter in a sealed envelope, place your signature along the seal and return it by:

FRIDAY, FEBRUARY 22, 2019

To:
Student Affairs & Enrollment Management Office
Lombardo Welcome Center

Thank you

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Thank you

STUDENT TRUSTEE SELECTION PROCESS AND TENTATIVE TIMETABLE

1. Applications are due at the Office of the Vice President for Student Affairs & Enrollment Management by **February 22, 2019**.
2. The Screening Committee will review applications and select applicants to be interviewed during the **week of February 25, 2019**.
3. Interviews with the Screening Committee will be held one evening during the **week of March 4**.
4. The Screening Committee forwards to the President of the University the name(s) of the student applicant(s) they are recommending for the position by **week of March 11**.
5. The President forwards the recommendation(s) to the Chancellor for the State System of Higher Education.
6. The Chancellor interviews the candidate(s) and then forwards the nomination to the Chair of the Board of Governors for the State System of Higher Education.
7. The Chair of the Board of Governors submits the State System's nominee to the Governor for appointment.