



Board of Governors Meeting

June 15, 2022

9 a.m.

(Board of Governors Meeting

1. Roll call
2. Public comment
3. Remarks by union leaders
4. Board Consideration:
 - 4a. Revisions to Policy 2002-04-A: *Academic Calendar*
 - 4b. Revisions to Policy 1984-06-A: *Allocation Formula*
 - 4c. Appointment of Student Board Member
5. Other business
6. Adjournment

**Executive Session may be called as needed;
sequence of agenda items may change as needed**

Board of Governors Meeting
June 15, 2022

SUBJECT: Revisions to Policy 2002-04-A: *Academic Calendar*

UNIVERSITIES AFFECTED: All

BACKGROUND: This action stems from a lack of flexibility in the current language of Policy 2002-04-A: *Academic Calendar*, identified when one university was developing its academic calendar for the upcoming year. The chancellor, the presidents, and the chief academic officers are supportive of accommodating the additional flexibility needed, but—importantly—the discussion underscored the fact that this policy does not align with the Board’s stated intention that policy language should focus on “what” rather than “how” to every extent possible.

As such, the action proposed herein would move sections B. and C. out of the policy and would require that they instead be set forth in a procedure/standard—a document that is maintained by the chancellor’s office. Doing so allows the policy to concentrate on the high-level goal rather than delving into the mechanics of how to achieve it. Additionally, because procedures/standards can be updated at the staff level—following appropriate stakeholder input—the calendar parameters can be adjusted over time to meet the evolving needs of the System and the universities without requiring the core policy to change.

MOTION: That the Board of Governors approves revisions to Policy 2002-04-A: *Academic Calendar*, as attached.

Supporting Documents Included: Policy language

Other Supporting Documents Available: None

Reviewed by: Office of the Chancellor; Executive Leadership Group

Prepared by: Randy A. Goin Jr.

Email: rgoin@passhe.edu

Effective: July 11, 2002

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Policy 2002-04-A: Academic Calendar

See Also: 24 P.S. §§ 20-2001A, et seq.;
24 P.S. §§ (20-2006-A)(a)(4)

Adopted: July 11, 2002
Amended: January 26, 2017, October 11, 2018

A. All Universities in State System to Follow Same Academic Calendar Parameters:

Starting with fall semester 2018, all universities in Pennsylvania's State System of Higher Education will adhere to commonly agreed upon academic calendar parameters set forth in procedures and standards. These parameters provide flexibility for each campus to serve students.

B. Academic Calendar Parameters:

- ~~Each State System university may choose the first day of its academic calendar during a two week period established by the Office of the Chancellor after consultation with the university presidents.~~
- ~~There will be no less than three (3) weeks and no more than five (5) weeks between the fall and spring semesters.~~

~~State System universities will adhere to the number of instructional weeks per semester required by the applicable collective bargaining agreements (CBA).~~

~~Academic calendars will deliver the equivalent of 70 instructional days during the fall and spring semesters. Final exams are one additional calendar week (up to five [5] days) each semester.~~

~~Each university calendar must address the contractual bargaining agreements and implications for minor and major holidays:~~

- ~~The major holidays for which campuses and the Office of the Chancellor are closed include: Martin Luther King Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day.~~
- ~~The minor holidays include: Presidents Day, Veterans Day, and Columbus Day. Each of the universities, as well as the Office of the Chancellor, has the discretion to use minor holidays as they see fit.~~

~~The State System and its universities have a common payroll system and as such, the Office of the Chancellor will establish a common payroll/administrative calendar for the academic year's pay dates that applies to all universities, regardless of the start or end date for each university's academic calendar.~~

~~State System universities will provide their academic calendars three (3) years in advance to the Office of the Chancellor to include fall, winter, spring, and summer terms.~~

C. Academic Calendar Parameters Established by Chancellor and University Presidents:

~~The chancellor, working with the university presidents, establishes the academic calendar parameters. Exceptions to the start of the fall semester for extenuating circumstances may be granted by the chancellor for a State System university after consultation with the university president~~

SECTIONS B. AND C. WOULD BE STRICKEN FROM THE POLICY AND MOVED INTO A PROCEDURE/STANDARD THAT CAN BE EASILY UPDATED TO MEET THE EVOLVING NEEDS OF THE SYSTEM

Board of Governors Meeting

June 15, 2022

SUBJECT: Revisions to Policy 1984-06-A: *Allocation Formula*

UNIVERSITIES AFFECTED: All

BACKGROUND: The Pennsylvania State System of Higher Education's (PASSHE) founding legislation specifies that "State funds appropriated to the System shall be allocated to the individual institutions on a formula based on, but not limited to, such factors as enrollments, degrees granted, and programs." The allocation formula was last updated in July 2014. Consistent with the Board of Governors' Policy 1984-06-A: *Allocation Formula*, which requires a periodic review of the formula "to address changing conditions," the Allocation Formula Team was established in October 2021 to review the formula. The team's work was conducted to meet the principles and values articulated by the Board of Governors and the Executive Leadership Group (ELG) in particular, to establish an equitable distribution of the appropriation.

The Team aligned the work to Section 2003-A (a) of Act 188 which defines the purpose of the State System to provide high quality education at the lowest possible cost to students providing instruction for undergraduate and graduate students to and beyond the master's degree in the liberal arts and sciences and in applied fields, including the teaching profession. The team's recommendation includes the current requirements for the Board of Governors to allocate a portion of the E&G appropriation for Systemwide initiatives, programs, and entities. Additionally, in accordance with Act 188, it provides that the Office of the Chancellor will be funded annually at 0.5 percent of the E&G appropriation.

Given the mission of the System, the guiding principles which established the Team's charge, and feedback received from various stakeholder communities, the formula recommendation distributes PASSHE's state appropriations to the universities based on two components: core operations and enrollment.

The core operations portion (no more than 25 percent) is designed to provide funding to cover expenses associated with running a university, regardless of the number of students, as well as differentiate by the mission and integration status. The core operations component is scaled to reflect a higher core funding component for universities with fewer students and a lower component for universities with higher enrollments, recognizing some economy of scale as well as balancing the enrollment-driven components of the formula.

The remainder of the formula is enrollment driven, distributing approximately three quarters of state appropriations based on the number of students at a university. The enrollment component recognizes PASSHE's mission to support all students, undergraduate and graduate, in-state and out-of-state. Providing an enrollment amount for all students helps recruitment as well as serving the workforce needs of the Commonwealth. The enrollment component also layers additional funding, in an additive manner, to support student success around several categories: under-represented minority (URM) students, Pell eligible students, progress toward degree, and program level.

The attached proposed revisions to the Board of Governors' Policy 1984-06-A: *Allocation Formula*, reflect the formula elements described above. In addition, the Team has drafted a new Procedure/Standard to detail the calculations and methodology required to implement the policy.

It is proposed that the formula be implemented for fiscal year 2022-2023's allocation. The attached proposed revisions to the policy do not allow for any use of E&G appropriated funds for any purpose outside those contained within this policy. If a university requires additional funding (one-time investments, loans, etc.) those funding actions shall be made in accordance with the appropriate Board policy and direction. Additionally, this policy does not change the Board of Governors prior commitment to the level of E&G appropriation projected in the Final Implementation Plans of the integrating universities. Based on the final appropriation received by the System, any transition activities associated with implementation of this policy will be brought forward in the July 2022 Board meeting.

MOTION: That the Board of Governors approve the proposed revisions to Board of Governors' Policy 1984-06-A: *Allocation Formula*, as attached.

Supporting Documents Included: Board of Governors' Policy 1984-06-A: *Allocation Formula*

Other Supporting Documents Available: Allocation Formula Team Report

Reviewed by: Office of the Chancellor; Executive Leadership Group

Prepared by: Sharon Minnich

Contact: sminnich@passhe.edu



PA State System of Higher Education Board of Governors

Effective: May 15, 1984

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Policy 1984-06-A: *Allocation Formula*

See Also:

- [24 P.S. §20-2002-A\(b\)](#)
- [Section 3 of Act 188](#)

Adopted: May 15, 1984

Amended: July 26, 1985; April 18, 1991;
October 20, 1994; April 9, 1998; July 10, 2003;
July 19, 2007; July 8, 2014 and [June XX 2022](#)

A. Purpose

The Allocation Formula policy is developed in alignment with Section 2003-A of Act 188, which defines the purpose of the State System to provide high quality education at the lowest possible cost to students. The primary mission of the System is the provision of instruction for undergraduate and graduate students to and beyond the master's degree in the liberal arts and sciences and in applied fields, including the teaching profession.

Act 188 provides that funds appropriated to the State System by the Commonwealth shall be allocated to the individual institutions on a formula based on, but not limited to, such factors as enrollments, degrees granted and programs. The Allocation Formula policy is
To establish the method by which the Board of Governors distributes the Pennsylvania State System of Higher Education's Educational and General (E&G) appropriation to System entities and Systemwide initiatives.

B. Definitions

Educational and General—All activities and resources that support the educational mission of the System or university, including unrestricted functions of instruction, research, public service, academic support, institutional support, scholarship and fellowship, and operations and maintenance of plant activities. Auxiliary and restricted activities are excluded. For national comparisons, research, public service, and scholarship and fellowship activities also are excluded.

Full-Time Equivalent (FTE) Student—The total credit hours attempted, throughout all terms within a fiscal year, divided by 30 for undergraduate and 24 for graduate students. Clock-hour enrollment is converted to credit hours based upon national standards. FTE calculations for the purposes of the allocation formula include both in- and out-of-state students. This includes all degree and non-degree credit bearing students.

System Entity—A university of the Pennsylvania State System of Higher Education or the Office of the Chancellor.

~~**Space Guidelines**—A calculation, based upon national practices, used to estimate the square footage of space a university needs to reasonably meet its educational mission.~~

C. Funding of System-Wide Initiatives, Programs, and Entities

The Board of Governors annually allocates a portion of the E&G appropriation for System-wide initiatives, programs, and entities.

1. Annually, the Board of Governors will determine what, if any, Systemwide initiatives are to be funded from the E&G appropriation. Systemwide initiatives may include but are not limited to professional development funds, replenishment of the System Reserve, ~~Dixon University Center academic programs, McKeever Environmental Learning Center,~~ and the Office of Internal Audit and Risk Assessment Program, ~~and a performance funding pool.~~
2. The Office of the Chancellor will be funded annually at 0.5 percent of the E&G appropriation, as authorized in Act 188 of 1982.

D. Base Allocation Formula

The remaining E&G appropriation is allocated to the System universities through a base allocation formula that consists of two components: Core Operations and Enrollment. ~~recognizes fixed costs at all universities and allows for differing fixed costs based upon mission for the State System master's universities, doctoral/research university, and historically black university; and variable costs for instruction, administrative support services, and physical plant operations.~~

1. Core Operations Component—

The core operations component of the formula is designed to provide funding to cover expenses associated with running a university, regardless of the number of students, as well as differentiate by the mission and integration status. The core operations component is scaled to reflect a higher core funding component for universities with fewer students and a lower component for universities with higher enrollments, recognizing some economy of scale as well as balancing the enrollment-driven components of the formula.

The core operations component shall not exceed 25 percent of the total appropriation allocated to the universities. Any decrease beyond 0.5 percentage points from the 25 percent requirement shall require Board approval. The core operations shall differentiate for PhD-granting universities, to acknowledge the higher cost of producing research doctorates, and for recently integrated universities, to acknowledge the partial duplication of student services required across the three geographical regions.

2. Enrollment Component—

The enrollment component comprises the remaining percentage of the total appropriation allocated to the universities. The enrollment component shall include a base student FTE as well as support specific student categories based on Board priorities, as outlined in the Procedure/Standard.

The base student FTE shall represent the majority of the enrollment component funding, with the additional categories, in aggregate, representing less than the base student FTE.

The specific calculations associated with each formula component shall be outlined in an associated Procedure/Standard.

- ~~1. **Fixed Costs**—The fixed cost value shall be established based upon an analysis of E&G costs and enrollment of public master’s institutions, public doctoral/research institutions, and public historically black institutions. This component is fully funded from the E&G appropriation.~~
- ~~2. **Instructional Costs**—Differences in instructional discipline costs will be recognized per FTE student by the following weights:~~

Lower-Division, Normal Cost	1.0
Lower-Division, High Cost	1.3
Upper-Division, Normal Cost	1.5
Upper-Division, High Cost	2.4
Master’s, Normal Cost	2.0
Master’s, High Cost	2.4
Doctoral	2.6

~~High-cost undergraduate and master’s instruction refers to courses identified with the following federally defined Classification of Instructional Programs (CIP) codes.~~

- ~~01—Agriculture and Agriculture Operations~~
- ~~03—Natural Resources and Conservation~~
- ~~04—Architecture and Related Services~~
- ~~10—Communication Technologies and Support Services~~
- ~~11—Computer and Information Sciences~~
- ~~14—Engineering~~
- ~~15—Engineering Technologies~~
- ~~25—Library Science~~
- ~~26—Biological and Biomedical Sciences~~
- ~~34—Health-Related Knowledge and Skills~~
- ~~40—Physical Sciences~~
- ~~48—Precision and Productivity~~
- ~~50—Visual and Performing Arts~~
- ~~51—Health Professions and Related Clinical Sciences.~~

~~FTE Student—The average enrollment for the previous two years of actual in-state FTE enrollment by course discipline; in-state and out-of-state doctoral enrollment is included.~~

- ~~3. **Support Costs**—There is one support cost value applied to FTE students based upon the System's average costs per student in the functional areas of academic support, student services, and institutional support. Each university's support costs are determined based upon the same FTE student used in the instructional component.~~
- ~~4. **Plant Costs**—This category includes 2.5 percent of the E&G facilities replacement value, 1.5 percent of the infrastructure replacement value, and a dollar amount per gross square foot of E&G space. The E&G square footage is the average of space guidelines' estimated space required and university inventory space. Inventory space includes all leased and owned space, but only 50 percent of space that is off-line indefinitely.~~

E. Implementation

Procedure/Standards, and guidelines as necessary, will be issued to ensure proper transition into and implementation of this policy.

The allocation calculations will be adjusted annually to reflect changes in appropriation funds received and the associated enrollment variables utilized in the formula components, as outlined in the Procedure/Standard. In accordance with Act 188, the Allocation Formula policy establishes the method by which the Board of Governors distributes the Pennsylvania State System of Higher Education's Educational and General (E&G) appropriation to System entities and System-wide initiatives. All E&G appropriated funds will be allocated to individual universities in accordance with the policy and published procedures. This policy does not allow for any use of E&G appropriated funds for any purpose outside those contained within this policy.

If a university requires additional funding (one-time investments, loans, etc.) those funding actions shall be made in accordance with the appropriate Board policy and direction.

The allocation formula policy and procedure will be reviewed within five years by the Executive Leadership Group for its continued appropriateness.

~~Transition to this new method of allocation will occur over three fiscal years, with full implementation in fiscal year 2016/17.~~

~~The allocation formula will be adjusted annually to reflect changes in enrollment, physical plant space, and inflationary cost increases. After three years, the formula's values for fixed costs and the instructional coefficients will be recalculated based upon national data and State System instructional cost data. After a total of six years, the allocation formula will be reviewed for its continued appropriateness.~~

**Board of Governors Meeting
June 15, 2022**

SUBJECT: Appointment of Student Board Member

UNIVERSITIES AFFECTED: All

BACKGROUND: The State System's enabling legislation—Act 188 of 1982, as modified by Act 50 of 2020—empowers the Board of Governors to make appointments of students to serve on the Board of Governors. Prior to this law being enacted, the appointment was made by the Governor.

In accordance with Board Policy [1983-25A: Student Governor Selection](#) and procedures set forth by the System office, earlier this year the university presidents were invited to nominate students for a pool of candidates that the Board used to fill one empty seat that was vacated when Gov. Alexander Roberts graduated in May 2022. Members of the Governance and Leadership Committee reviewed the nominations, conducted interviews, and hereby submit for Board consideration the appointment of Abigail Hancox from Indiana University to fill the student member seat vacated by Gov. Roberts.

MOTION: That the Board of Governors appoints Abigail Hancox of Indiana University as a member of the Board of Governors in accordance with the State System's enabling legislation, as amended.

Supporting Documents Included: Abigail Hancox resume

Other Supporting Documents Available: Board Policy [1983-25A: Student Governor Selection](#)

Reviewed by: Office of the Chancellor

Prepared by: Randy Goin Jr.

Contact: rgoin@passhe.edu



Memo

To: Pennsylvania State System of Higher Education Board of Governors

From: Michael A. Driscoll, President, IUP

cc: Randy Goin, Jr.

Date: April 20, 2022

Re: Student Board of Governor Nomination

As President of Indiana University of Pennsylvania, I'm honored to nominate Abigail Hancox for consideration as a student member of the Pennsylvania State System of Higher Education Board of Governors.

Abigail L. Hancox

Student Board of Governors Application

April 8, 2022

Letter of Intent

Dear Committee Members,

I am writing to you to express my keen interest in serving as a student member of the Pennsylvania State System of Higher Education Board of Governors. As the daughter of a professor at a PASSHE university, and a current student at Indiana University of Pennsylvania, I have a deep-rooted devotion to the system and have had the privilege of knowing the great benefits this system has to offer. As such, I have a strong interest in being a part of the governing body that guides the actions and development of this system that I have deeply appreciated for all of my life. If given the honor of serving as a Student Board of Governor, I intend to bring my passion for the state system to its governing body. I am seeking this opportunity because I wish to advocate on behalf of students across the state system. In my time here at IUP, I have made myself no stranger to advocacy and representing the student voice through my work in the Student Government Association.

As I write this letter, I am finishing my second semester at IUP. However, in this short time, I have grown tremendously as a leader and person, thanks to my involvement in the IUP SGA. As the current secretary and president-elect for the 2022-2023 academic year, I have had the chance to hone an abundance of skill areas including time management, communication, and leadership. As the current secretary, I devote a significant amount of time to ensuring the administrative organization of the Student Government Association, as well as ensuring effective communication to the group. I have had the opportunity to hone my leadership skills in this position on the SGA Executive Board and have also adapted to balancing this commitment with my academic and personal life. In addition to my involvement in the Student Government Association, I maintain a [REDACTED] GPA as a Political Science major, with a concentration in pre-law, and a minor in Homeland Security. I made the Fall 2021 Dean's List, and I am a member of the Robert E. Cook Honors College. I expect to graduate in May of 2025. As such, if given the honor of serving on the Board of Governors, I have the means to fully commit myself to three academic years of passionate service to the PASSHE board. Through my experiences so far in my collegiate career, I have furthered my ability to balance my academics and extracurricular activities and have the academic and personal means to devote time and effort to this position. I am aware of the function and scope of the PASSHE Board of Governors as stated in Act 188, and I respect the importance of this role. If given the opportunity to serve on the PASSHE Board of Governors, I vow to carry out my duties and responsibilities in an efficient and effective manner and conduct myself in a way that honors my university and the Pennsylvania State System of Higher Education as a whole. I sincerely thank you for considering me for this exciting opportunity to serve my fellow students within the state system, and I look forward to hearing from you.

Sincerely,



Abigail L. Hancox

Abigail L. Hancox



Home Address



Summary

- Hard working and dedicated with a passion for helping others
- Demonstrates excellent speaking and writing skills
- Able to solve problems and work in teams
- Enjoys leading and motivating others

Education

(08/2021-present)

Indiana University of Pennsylvania, Indiana, PA
Robert E. Cook Honors College
 Major: Political Science
 Minor: Pre-Law
 GPA: [REDACTED]

(08/19-05/2021)

Edinboro University of Pennsylvania, Edinboro, PA
 Admitted special student/dual enrollment
 GPA: [REDACTED]

(08/17-06/2021)

Northwestern Senior High School, Albion, PA
 Graduated June 2021
 GPA: [REDACTED]
 Graduated Valedictorian

Relevant Experience

(07/20-present)

Assistant Manager, Mel’s Mobile Diner, Albion, PA

- Assist in operation of family owned food truck
- Provide excellent customer service
- Ensure food safety
- Handle daily receipts and sales

(06/19-06/20)

Assistant Manager, Oh Crepe! Concession Business, Albion, PA

- Co-operated family owned food service business
- Handled daily sales receipts and online sales
- Assisted in product selection and inventory
- Provided excellent customer service

(06/19-08/19)

Office Assistant, Albion Borough Office, Albion, PA

- Researched social media platforms for citizen use
- Facilitated the implementation of an alert application for citizens
- Used office equipment to perform daily tasks
- Gained knowledge regarding small town government

Honors/Awards

- IUP Dean's List (Fall 2021)
- Amelia Earhart Leadership Award (2020)
- Hugh O'Brien Youth Leadership Representative (2019-2020)
- Future Business Leaders of America, 2019 State Competition, 5th Place in Introduction to Public Speaking
- Future Business Leaders of America, 2020 State Competition, 8th Place in Electronic Career Portfolio
- Future Business Leaders of America, 2020 State Competition, 7th Place in Community Service Project
- Academic Decathlon Regional and State Qualifier (2017-2021)
- Veterans of Foreign Wars Voice of Democracy Essay Contest, 1st Place in District 28; 6th Place in the State Competition
- Academic Decathlon Medal Winner: 6 gold, 1 silver, 5 bronze (2017-2021)

Activities

- Secretary, IUP Student Government Association (09/2021-present)
- Chairperson, SGA Administrative Affairs Committee (09/2021-present)
- Senator, University Senate (09/2021-present)
- Member, University Senate Committee on Academic Affairs (09/2021-present)
- Member, Level 2 Grade Appeals Committee (02/2022-present)
- IUP Student Advocacy Team (02/2022-present)

Volunteer Experience

(08/2021-present)

Tutor, Indiana Grace United Methodist Church

- Tutor students grades K-5 at the After-School Kids Program

(2017-present)

Volunteer, Northwestern Albion Area Food Pantry

- Package products and sort items for food distribution

(2018-present)

Board Member, Intentional Faith Development, Grace United Methodist Church

- Provide input on curriculum and instruction for children's Sunday School classes

(2020-present)

Member, Church Council, Grace United Methodist Church

- Participate in decision-making for the church congregation

(2017-2021)

Sunday School Teacher, Albion Grace United Methodist Church

- Design religious education lessons
- Instruct class of 3-5 year olds two times a month