

EDINBORO UNIVERSITY
Council OF Trustees

Friday, May 12, 2017
AGENDA – QUARTERLY BUSINESS MEETING
Crawford Conference Room
2:00 p.m.-3:00 p.m.

1. Welcome

2. Roll Call

3. Public Comment Period

4. Old Business

➤ **Action**

- Minutes - Quarterly Business held on March 22, 2017
- Proposed Dates for November 2017 - November 2018

5. President H. Fred Walker

- President's Report to the Council of Trustees

6. New Business

Academic Affairs

Provost and Vice President for Academic Affairs, Dr. Michael Hannan

- Academic Affairs Report

Finance and Administration

Vice President for Finance and Administration, Mr. Guilbert (Gil) Brown

- Finance and Administration Report
- **Action- President Walker** recommends approval on contracts and purchases as reviewed by the Council of Trustees for the period of March 2017.

University Advancement

Assistant Vice President for Advancement, Ms. Marilyn Goellner

- **Advancement Report**

Enrollment Management

Vice President for Enrollment Management, Dr. William Edmonds

- **Enrollment Management Report**

Student Affairs

Interim Dean of Students and Campus Life, Dr. Mary Beth Mercatoris

- **Student Affairs Report**

Executive Committee/Representatives Reports

PACT Executive Committee Report – Trustee Harold Shields

Nomination Committee Report

- **Action** - Presentation of Slate of Officers

NEXT Meeting of the EU Council of Trustees is July 25, 2017

EDINBORO UNIVERSITY

Council **OF** *Trustees*

Friday, May 12, 2017

**AGENDA – QUARTERLY BUSINESS MEETING
Reports**

Academic Affairs Report for University Council of Trustees
Friday, May 12, 2017

Accreditations and Recognitions

- Edinboro University’s Master of Education in Educational Psychology was ranked No. 6 for affordability in the category of Accredited Online Master’s in School Counseling Degrees, by *Best Counseling Degrees*, a higher education comparison and ranking website. EU’s Master of Arts in School Counseling was ranked No. 13 in the list of Top 25 Low-Cost Online Master’s Degrees in School Counseling 2017. EU’s Master of Arts in Counseling earned No. 28 on the website’s list of 50 Best Low-Cost Online Master’s in Counseling Programs for 2016-17.
- College Values Online ranked Edinboro University No. 16 in its latest Top 30 Values list for Online Master’s in Communication. The program prepares graduates by building core competencies and developing skills and knowledge in the following areas: managerial and leadership communication, integrated marketing communication, intercultural and international communication, and public communication.
- Edinboro University was ranked No. 6 by College Values Online as one of the best value colleges for an accelerated online Master of Social Work degree.
- Edinboro University ranked No. 6 among the 2017 Top Online Schools for Students with Disabilities by SR Education Group, an educational research publisher. The list includes higher-education institutions that provide the most comprehensive level of support and resources for students and the widest arrangement of accommodations.

University Outreach and Campus Programs

- Edinboro University’s Center for Faculty Excellence sponsored a number of events for faculty during March and April including a YouSeeU Workshop presented by Dr. Kathleen Golden (Communication Studies), Professors Integrating Technology (PIT) Event, Faculty Book Club, and Teaching and Pedagogical Development Workshop presented by Dr. Monty McAdoo (Library).
- A High School Day event was held on March 8 at Edinboro University in conjunction with Women’s History Month. Approximately 158 students and 13 teachers attended presentations given by Edinboro University faculty. Presentations offered March 7th -30th in honor of Women’s History Month 2017 included:
 - “Salem Witch Trials, McCarthyism, and Beyond: Gender and Mass Hysteria in American Society” (Dr. Jerra Jenrette, Department of History, Politics, Languages and Cultures, and Dr. Gwen Price, Department of Middle and Secondary Education, and Educational Leadership)
 - “Me and Three Million of my Friends Went for a Walk: The Women’s March and Personal Activism” (Dr. Dale Hunter, Department of Biology and Health Services)

- “Building the Perfect Woman: Ninety Years of Female Robots” (Dr. Roger Solberg, Department of English and Philosophy)
 - “Hello B*****: Black Culture and Masculinity in K-pop” (Dr. Rhonda Matthews, Department of History, Politics, Languages and Cultures)
 - “Women in 21st Century Middle East” (Dr. Baher Ghosheh, Department of Geosciences)
 - “The Women of Mt. Everest” (Dr. Irene Fiala, Department of Sociology)
 - “Reproductive Rights in the Trump Era” (Dr. James Fisher, Department of History, Politics, Languages and Cultures)
 - “An Overview of Female Veterans in the Military and Criminal Justice System” (Mr. Bradley Schaffer, Department of Social Work)
 - “Women And Their Complex Relationship With The Law: *How Much We May Take For Granted!*” (Dr. Joseph Conti, Department of Criminal Justice, Anthropology and Forensic Studies)
 - “Baroness von Riedsel: A Strong German Woman During the American Revolution” (Dr. Leo Gruber, Department of History, Politics, Languages and Cultures)
- The annual Edinboro University Academic Festival was held March 23-29 and featured keynote speakers and performers as well as presentations by Edinboro University faculty, staff and students. A few of the lectures held included:
 - “Japanese-Americans during WWII” presented by Dr. Xin-Zhu Chen of the History, Politics, Languages and Cultures Department.
 - "Ways Women Lead: Feminist Organizing Principles and Female Entrepreneurs" presented by Dr. Melissa Gibson of the Communication Studies Department.
 - Professor Elizabeth Gillette of the Nursing Department delivered "RN to APRN Transition: What Helps and What Hinders."
 - Dr. Michael Engdahl of the Business and Economics Department outlined a homeowner's duties after suffering an insurable loss from a covered peril such as fire, theft or water damage.
 - "Being Campus Media" presented by Dr. Ronald K. Raymond of the Journalism and Public Relations Department.
 - Dr. Kathleen Dailey, director of the Center for Faculty Excellence, and Jennifer Lau of the Early Childhood and Reading Department examined the role of textbooks as tools for learning.
 - Deterioration of a society in Plato’s “The Republic” presented by Dr. Karen Seubert of the English and Philosophy Department.
 - The Center for Career Development hosted the Health, Human and Public Service Career and Graduate School Expo on March 21. High school students from McDowell and Girard High Schools were able to tour the new Nursing Simulation Lab and speak with faculty about pursuing a major and career in healthcare. An expert panel of Human Resources directors from Millcreek Community Hospital, LECOM and Sara A. Reed Children’s Center along with Edinboro University’s graduate admission recruiter held panel discussions on applying for jobs and/or graduate school, interviewing and best practices in professional development for current juniors/seniors at Edinboro University. The event also included a career fair with over 40 employers from Erie, Jamestown, NY and Pittsburgh region who were able to network with students about internships and career opportunities.

- The Center for Career Development hosted a Science and Technology Career Expo on April 13 and a Business, Arts and Communications Career Expo on April 25. Both events were held in the Frank G. Pogue Student Center.
- Edinboro University Grad Fair was held on April 11-12 in the Frank G. Pogue Student Center. Students were able to conduct exit interviews with Financial Aid staff, purchase a cap and gown, and record introduction videos that will be played during the May Undergraduate Commencement ceremony.
- Edinboro University honored 264 of its highest-achieving students on April 21 during the University's annual Academic Honors Convocation ceremony at Louis C. Cole Auditorium - Memorial Hall. Graduating seniors who earned *Summa Cum Laude*, *Magna Cum Laude* and *Cum Laude* honors were announced and received their stoles and Outstanding Departmental Seniors were recognized and received red cords to wear at Spring Commencement; Honors Diploma Candidates received gold honors cords; students who earned the Associate Degree with Distinction honors were awarded with a pin; Emily Kling and Justin Ransel received the Scholar-Athlete of the Year Awards; Candidates for Commissioning were recognized as well as the University's finalist for the 2017 Syed R. Ali-Zaidi Award for Academic Excellence, Breanna Purnell. Dr. Shaun Pfeiffer, who was Scholar of the Year in 2016, served as the faculty speaker during the ceremony. Three extraordinary employees were also recognized at the event: Dr. Roger Solberg (English and Philosophy) was named 2017 Faculty Member of the Year; Dr. Paul Rovang (English and Philosophy) was named 2017 Scholar of the Year; and Dr. George Richards (Criminal Justice, Anthropology, and Forensic Studies) was named 2017 Advisor of the Year.
- A Fall 2017 Campus-wide Internship and Career Fair will be held on October 16, 2017 from 1:00-4:00 p.m. in the Frank G. Pogue Student Center.
- Edinboro University and the American Association of University Women (AAUW) Erie Branch together will present a dynamic math and science program for girls in sixth through ninth grade on May 6 on the Edinboro campus. "Tech Savvy" introduces middle school-aged girls to a variety of STEM careers and teaches "savvy skills" such as creativity and leadership.
- Edinboro University has joined with ATHENA International to implement the first internationally recognized EU Student Leadership Program targeting sophomore and junior college women. ATHENA International is a non-profit organization whose mission is to support, develop and honor women leaders, creating balance in leadership worldwide. Eligible sophomores/juniors with a 2.80 GPA or higher that are accepted into the program will gain an increased sense of self as a leader, explore how to apply ATHENA principles through experiential learning, gain leadership competence necessary for success in college and beyond, explore personal leadership attributes relative to the ATHENA leadership model, and map out a pathway for leadership growth in college and career. Participants are required to devote one hour per week for the first year, and two hours per month for the second year. Women are the target population for the program, however, male students are also encouraged to apply.

Faculty Recognition

- The Western Division of the National Association of Social Workers (NASW) –New York State Chapter, selected Dr. Elaine Rinfrette, a professor in the Social Work Department at Edinboro University, as the 2017 Social Worker of the Year. The NASW established this award to be given to a Social Worker who exemplifies the best of the profession’s values and achievements through specific accomplishments. Dr. Rinfrette is the incoming chairperson in the Department of Social Work.
- A manuscript, co-authored by Professor Dale Tshudy in the Geosciences Department, along with paleontologists in Europe was accepted in the *Journal of Paleontology*. The paper reports a new species of fossil lobster (25 million years old) and provides extensive appraisal of the genus *Homarus*.
- Dr. Brian Zimmerman, Chairperson of the Geosciences Department presented “Environmental Planning and Management in the Edinboro Lake Watershed” on April 20 in Cooper Hall as part of a series of community events leading up to Earth Day.
- Dr. Samuel Claster and Dr. Lee Williams (Professors in the Sociology Department) led a discussion about social inequality, critical discourse and activism as part of the Social Equity lecture series on April 20.
- Dr. R. James Wertz presented “Erie County Politics: Inside, Outside, and Alt-side” on April 13 as a guest speaker at the Al Stone Lecture Series. Dr. John Cussen (English and Philosophy Department) was the guest speaker on April 20 and presented “On the Call to Dismiss North Korean Defector’s Memoirs.”
- On April 6, Dr. Leo Gruber and Dr. Ihor Bemko gave a joint lecture in recognition of the 100th year since the U.S. entered World War I. Dr. Bemko talked about the drift towards war, culminating with Congressional action; and Dr. Gruber discussed government repression directed at German-Americans, who were seen as potential supporters of the enemy.
- To prepare for the “Great American Eclipse” on August 21, Dr. David Hurd, professor in the Geosciences Department and director of the Edinboro University Planetarium will host events to help the community prepare for the eclipse. Dr. Hurd presented “Eclipse Mania!” on March 28. Additional presentations are scheduled for May 2 and May 8. While planning for this year’s eclipse, Dr. Hurd, along with five other professionals across the country produced NASA’s official eclipse guide for blind or visually impaired individuals. Titled “Getting a Feel for Eclipses,” the guide features tactile graphics and illustrations to provide a background on the eclipse. <https://sservi.nasa.gov/books/eclipses.html>

Student Recognition

- Eve Gardner was named the 2016-17 Pennsylvania State Athletic Conference (PSAC) Champion Scholar for women’s indoor track and field. The PSAC initiated the Champion Scholar Award in 2011-12 to recognize one student-athlete in each of the sports in the conference with the highest GPA, who is competing at the conference championships. Emily Kling was named the 2016-17 PSAC Champion Scholar for women’s swimming for the second straight year.

- This past semester, Bryan Plucknett became the first student in the Porreco College and FAA-certified North Coast Flight School dual program to earn his private pilot license. At Porreco College, Mr. Plucknett is enrolled in the Associate of Applied Science-Aeronautical Science Program, which prepares graduates to immediately pursue a career as a commercial pilot.
- Edinboro University graphic and interactive design students earned awards in the 10th annual Flux Competition sponsored by the Blue Ridge chapter of the American Institute of Graphic Art (AIGA). Erica Berger, Shelby Kirk and Ashley Muzzey each won an award in the publication category; Laurel Hoachlander won an award in the poster category; and Courtney Huebner claimed two awards, one in the identity category, and another in packaging. The students will be honored for their winnings at a reception in November and a gallery exhibition in Frederick, Maryland.
- Students in the Education program at Edinboro University attended the Student Pennsylvania State Education Association (SPSEA) conference in early April with faculty advisors Dr. Mary Jo Melvin and Dr. Robert Snyder. Jess Porter, an EU student majoring in Early Childhood and Special Education, was selected as the Pennsylvania State Vice President. Other EU students who attended and were selected to regional PSEA offices include: Kirsten Findley, Northwestern Region President, Jen Stevenson, regional vice president, and Brittany Miller, regional secretary. Ms. Stevenson also earned the Pennsylvania Exceptional Underclassman Award, and Dave Zielewski earned second place in the Student PSEA for his contribution to learning centers – interactive learning stations designed by elementary and secondary education majors.
- Leeann Allagas, a graduate student at Edinboro University, developed a creative service project through art therapy. Ms. Allagas in conjunction with the Regional Cancer Center (RCC) in Erie presented “Cancer, Healing & Hope,” to discuss art therapy and its benefits. Students, patients, caregivers and staff from the Regional Cancer Center displayed artwork at an evening event on March 29.
- Deandra Mosura and Carmela Battista, Psychology majors, along with faculty members Dr. Heather Snyder and Dr. Wayne Hawley, presented faculty-led research in a University Showcase during the State System Advocacy Days in Harrisburg, PA, on April 18. The annual event provides an opportunity for students to share their stories about the importance of the state’s investment in affordable, high-quality public higher education.
- Allyson Crowley-Duncan, an award-winning bagpiper and Edinboro University music student, was recognized on April 4 for her bagpipe performance and contribution to the Edinboro ROTC program. Ms. Crowley-Duncan was presented the Department of the Army Commander’s Award for Public Service, the fourth-highest public service decoration granted by the U.S. Army to civilians, for her performances as Edinboro ROTC battalion bagpiper. Allyson was also named the Music Department’s Outstanding Departmental Graduate during the April 21 Academic Honors Convocation ceremony.
- Edinboro University’s annual Celebration of Scholarship was held on March 29, 2017. Students presented and discussed their research, scholarship and works of creativity. Awards presented to this year’s winners:

College of Arts, Humanities, and Social Sciences

- 1st Place Student Voices: The Impact of a Wrongful Convictions Course – Justin Huffman and Justin Ransel

College of Science and Health Professions

- 1st Place Using the LENA (Language Environmental Analysis) to Identify Quality and Quantity of Child Language within Spontaneous and Guided Play – Shannon Purcell, Kayla Hilla, and Ashley Harris
- 2nd Place Preliminary Seismic Investigation to Determine Depth to Bedrock and Subsurface Suitability for a Water Well in Moraine State Park, Pennsylvania – Luke Morgan
- 3rd Place Computational Study of the Photochemistry of Pyrazine – Autumn Pahel

School of Graduate Studies and Research

- 1st Place Analysis of Parent/Child Interactions and Media Utilizing the LENA (Language Environmental Analysis) – Alyssa Rhone

Provost's Choice Award

Undergraduate Students Perceptions of Hydraulic Fracturing – Nicholas Pistory (College of Arts, Humanities, and Social Sciences)

- Gabriella Schultz, Patrick Galvin and Laura Bequeath received Certificates of Achievement in the Certified Financial Planning Society Pittsburgh Collegiate Financial Plan Competition. Ms. Bequeath's plan also received "Honorable Mention" with a \$100 award.
- Edinboro University nursing student Katherine Dickson earned the DAISY (Diseases Attacking Immune Systems) Award for her patience and compassion. The DAISY Award celebrates extraordinary nurses who provide skillful care to their patients. Ms. Dickson is the first student nurse to receive the award at Saint Vincent Hospital.

Miscellaneous

EdinboroNow.com, the web platform for the University's campus media organizations that launched two years ago, was recognized as best college news website in Pennsylvania. In addition to best website, awards were earned in the following categories: Public Service/Enterprise Package, Ongoing News Coverage, and Sports Photo.

- Edinboro University's Psychology Club and the Psychology Department hosted "Brain Awareness Day" on March 25 in the Millcreek Mall. Children from elementary level through high school were able to participate in free events that included games and activities while learning about how the brain works.
- The 32nd annual Pennsylvania Association of Computer and Information Science Educators (PACISE) conference took place at Edinboro University on March 31- April 1. Participants visited Ross Hall during the two-day exhibition and competition that featured peer-reviewed papers, presentations, workshops, posters and panels related to all things information science from faculty, graduate and

undergraduate students from across Pennsylvania. Two competitions highlighted the event this year – a computer-programming contest and a robotics demonstration competition.

- Edinboro University Planetarium presented “Countdown to Easter: Follow the Moon” on March 20 and “Legends of the Night Sky” on April 12 in Cooper Science Center.
- Students and faculty in the Music and Theatre Department displayed their talents with several events during the month of April that included a Brass Studio Recital, a Vocal Department Spring Concert and a performance by Dr. Meghan DeWald, Soprano, as part of the Music and Theatre Lunchtime Series.
- Edinboro University’s High School Journalism Day and competition was held on April 6 in the Frank G. Pogue Student Center. Mike Fenner, sports anchor with JET-24/FOX66/YourErie.com, was a keynote speaker. Joe Palka, a newscaster with Voices of America, was also a guest speaker.
- The Criminal Justice, Anthropology, and Forensic Studies Department hosted the 29th Annual Meeting of the Pennsylvania Association of Criminal Justice Educators (PAJCE) on April 7-8. The theme, “Justice for All: The Path Forward,” focused on criminal justice reform. Amy Blackman, Director of the Prevention Education at the Crime Victim Center of Erie, was the keynote speaker.
- The English Association of Pennsylvania State Universities (EAPSU) hosted its annual Spring Undergraduate Conference at Edinboro University on April 28. This year’s theme was “Shared Spaces,” celebrating inclusion and connectedness, and focused on finding commonalities in the world rather than differences. Keynote speaker was Jim Daniels, award-winning poet and professor of English at Carnegie Mellon University.

Finance and Administration – Report
Edinboro University Council of Trustees
May 12, 2017

Finance and Administration

- Search for EU's next Associate Vice President for Facilities Management and Planning is nearing completion. Three candidates were interviewed by all constituent groups on April 11, 17, and 18. Recommendation by search committee has been received and shared with President Walker.

Accounting

- Utilization of SAP Goods Receipt – resulted in the elimination of paper submission to campus.
- Obtained access to Raiser's Edge which will allow the Accounting office to look at criteria of scholarship if available.

Budget

- Budget Office in full swing with the FY 2018 budget process. All financial managers are working on their budget submissions. Currently reviewing and analyzing the templates to move them forward for the next level of approval.
- Working with Vice President Brown and others regarding Athletics and Scholarship review/issues.
- Meeting with members of the Budget and Planning Team to review University fees; discuss proposals and possible changes for FY 2018.

Bursar

- Developed a Financial Terms and Conditions Agreement document for all students for implementation in July 2017. The Bursar, ITS staff, Registrar, Undergraduate Admissions and Director of Financial Aid have worked collaboratively to develop a process for the implementation of this document. Bursar worked with PASSHE legal to obtain language and a process to be used for parent or guardian consent for any student under the age of 18. This document is multifaceted and outlines University policies and procedures relative to refunds, application of Title IV aid, student and family's responsibility to pay and consequences for non-payment including a late fee. The Attorney General and outside collection agencies often utilize a document like this when someone appeals or disputes a balance due the University.

Environment, Health and Safety (EHS)

- Established the University's Environmental Sustainability Committee which will be tasked with the charge to identify and reduce the University's environmental impact through environmental initiatives and sustainability projects.

Facilities

- Received Labor and Industry approval for the Highlands Minor Renovation Project to mitigate stairwell egress and fire rating discrepancies in all eight buildings. The project is currently out for competitive bid and is to be complete prior to the Spring 2018 semester.
- Pages 3 and 4 – see EU (current) Project Schedule and Deferred Maintenance and Capital Improvements Schedule.

**Finance and Administration – Report
Edinboro University Council of Trustees
May 12, 2017**

Information Technology Services (ITS)

- **myEdinboro Portal and Mobile** - Migration of hosted myEdinboro portal from cloud to on-campus completed. Next phase is an upgrade to both myEdinboro portal and mobile which is in progress with implementation completed in late March.

Institutional Research (IR)

- IR Director continued to assist and provide data in support of expedited review of all EU academic programs
- Also provided data, review and analysis of EU's Remedial Math programming.

Purchasing

- Executed an agreement with EMS software for an event management system. This software will benefit Conference Services as well as the rest of campus because the reservation for all buildings will be included in this one system and the approval process will be electronic. The inventory for each room will also be stored in this system.
- SAP Requisitioner training was conducted in February and Finance Training was made available multiple times to the campus community. This training benefits the attendees in tracking their budgets as well as provides them with insight to the purchasing and accounting office processes.
- Learfield Licensing will provide the University with logo license management services. They will create and manage all license agreements with licensees. This is a revenue generating agreement and the University will receive quarterly payments of royalty collections from items sold. Learfield will also ensure that our logo and marks are being used appropriately by licensees. This will assist in getting Edinboro University items available in retail and online stores as well.

University Police

- Establishment of a University Parking Committee with representation from APSCUF, AFSCME, students, along with the Chief of Police and Director of Facilities. The committee has met several times and identified major issues. They will continue to meet to address ongoing parking concerns in consultation with constituents across campus.

EU Project Schedule

Project Schedule	FY 17/18												FY 18/19														
	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June
Medium Voltage > \$500K																											
Alexander Roof < \$500K																											
Compton HVAC < \$500K																											
Highlands Stairwells > \$1M																											
Reeder Diebold Compton Roof < \$500K																											
Van Houten Cosmetic Upgrades < \$500K																											
McComb HVAC < \$500K Tentative																											
Hendrick's Condensing Unit Replacement < \$500K																											
Miller and Centennial Demolition > \$500K																											
Porreco Rehab & Reno - DGS																											
Library Reno & Add - DGS																											

*Color Legend

- Planning Includes Feasibility Studies, if necessary for project
- Design
- Bid
- Contract Execution
- Procurement If Long Lead Time
- Construction
- DGS Design/Award/Construction

** Schedule does not include small projects that are not competitively bid (in-house or contracted)

***Schedule does not include facility assessments, preliminary project studies, space planning, etc.

Facilities Project Backlog (\$50,000+)- Deferred Maintenance & Capital Improvements

Date Originated	Project	Description	Funding Source(s)	Estimated Cost	Estimated Completion	Status	Date Completed	Notes:
2/22/2017	2017-02	Reeder Security	E&G Plant Fund	\$ 50,000	FY 2017	Complete	3/31/2017	
2/22/2017	2015-08	Medium Voltage Switchgear	E&G Plant Fund	1,603,288	FY 2018	Construction		Waiting for switches - long lead times
2/22/2017	2016-12	Alexander Roof & Envelope Repairs	Key 93	280,350	FY 2018	Bid		
2/22/2017	2016-14	Compton Basement HVAC Replacement (Animal Lab)	Key 93	170,000	FY 2018	Bid		
2/22/2017	2016-03	Highlands Stairs	Aux. Plant Fund	3,000,000	FY 2018	Bid		
2/22/2017	2015-17	Library Master Plan	E&G Plant Fund	33,000	FY 2018	Design		
2/22/2017	2017-05	Porreco Improvements	DGS	3,500,000	FY2019	Programming		DGS Design Professional Selection
2/22/2017	2016-04	Van Houten Cafeteria Improvements	Aux. Plant Fund	750,000	FY 2018	Design		Feasibility Study Completed - Cosmetic Updates Only
2/22/2017	2015-13	Miller & Centennial Demolition	DGS	1,250,000	FY 2018	Planning		
2/22/2017	2015-19	Compton Hall Roof Replacement	Key 93	170,000	FY 2018	Design		
2/22/2017	2017-06	Loveland Electric Heater Replacement	Key 93	110,400	FY2018	Planning		
2/22/2017	2017-07	Reeder & Diebold Shingle Roof Replacement	Key 93	200,000	FY 2018	Design		
2/22/2017	2015-15	Access Control Project	E&G Plant Fund	300,000	FY 2018	Planning		
2/22/2017	2016-13	McComb HVAC	Key 93	400,000	FY 2018	Planning		Feasibility Study Completed
2/22/2017	2015-17	Library Renovation and Addition	DGS, Aux. Plant Fund	20,000,000	FY 2020	Planning		DGS Capital Submission 2017/2018

\$ 31,817,038

COT REPORT – May 12, 2017
University Advancement

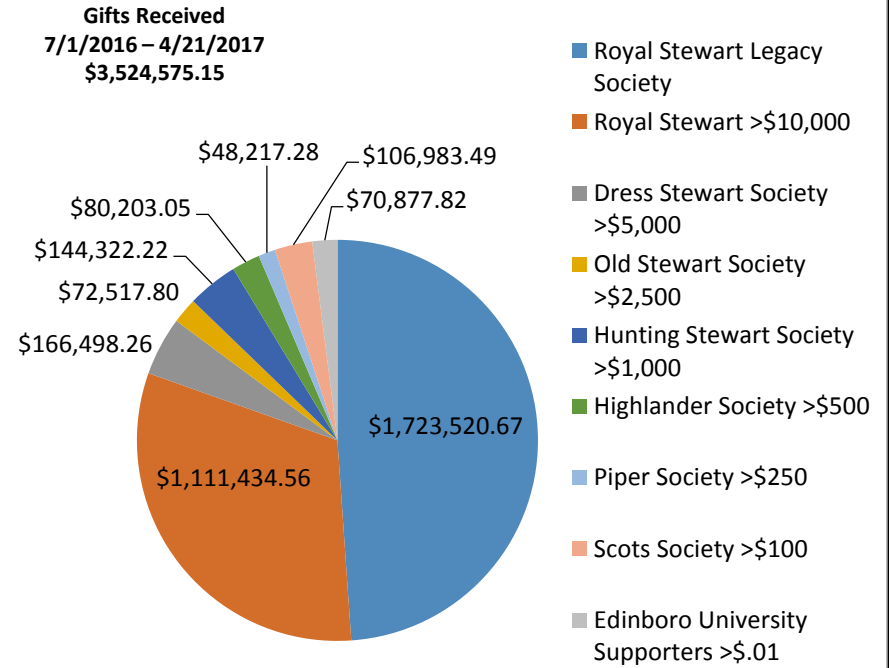
Total Fundraising April 21, 2017:	\$3,524,575.15
Projected Pledges Due:	155,000.00
End-of-Year Attainment:	
Annual Giving	22,350.00
Proposals/Asks	122,000.00
Projected 2016/17 Fundraising:	<u>\$3,823,925.15</u>
<i>PASSHE Performance Funding Goal:</i>	<i>\$3,000,000.00</i>

Large Gifts 3/1/2017 – 4/21/2017

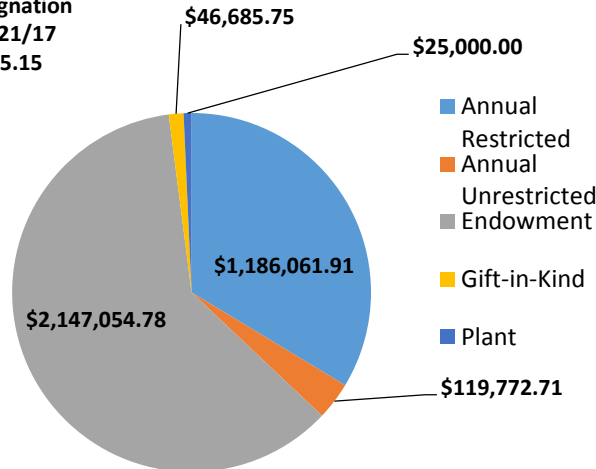
Name	Gift Amount
Phillips Charitable Trust	\$113,000.00
Lidi Wozniak McNeill & Duane McNeill	25,500.00
Hugo Keim	500,000.00

New Funds 3/1/2017 – 4/21/2017

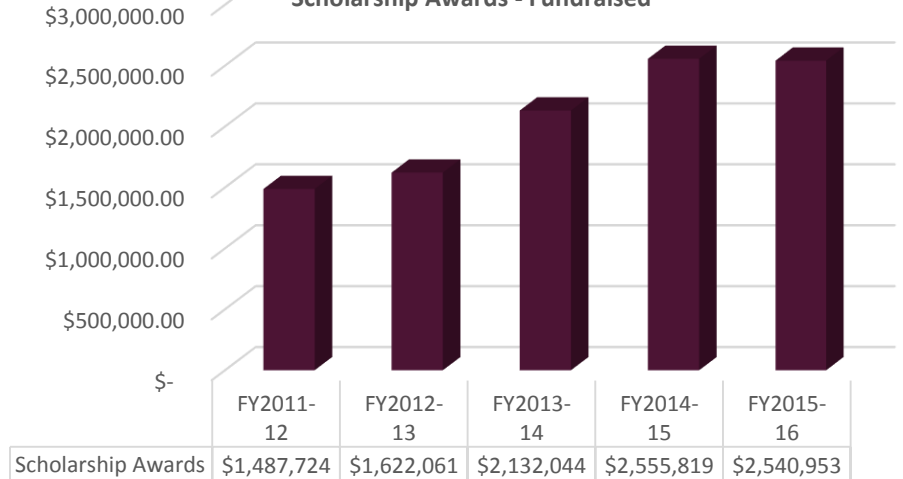
McNeill Athletic Scholarship
 Judy Saurer Women's Basketball Scholarship
 Dean's Leadership Fund, School of Education



Gifts by Designation
7/1/16 - 4/21/17
\$3,524,575.15



Scholarship Awards - Fundraised



Enrollment Management Report

Friday, May 12, 2017

Admissions Initiatives

1. Night with the Bayhawks - Student recruitment event - inviting Deposit paid, Admitted, Applied, Inquires within the Erie, Crawford and Ashtabula areas.
2. Email EUP Community - Do you have a son or daughter of high school age? If so, please consider providing his or her inquiry information to the EU Admissions Office. We would welcome the opportunity to contact your child with information about the quality education and many rewarding experiences offered at Edinboro University. Intended for high school students Grades 9-12. There is a code for tracking these inquiries.
3. Email EUP Alumni – An e-mail was sent to Alumni for their support by asking their high school aged child, friends or neighbors to complete our website inquiry form. There is a code for tracking these inquiries.
4. Paskill Stapleton & Lord-External Marketing Audit Feedback Report/Campus Visit - On Tuesday, April 25, 2017, a PS&L representative returned to campus to present their finding/recommendations in a feedback report of the audit that analyzed EU's outreach & marketing activities as they relate to our enrollment objectives.
5. Admit Student Day Email Blast – Admissions, working with Marketing sent out the 1st e-mail on March 7, 2017 and the second e-mail on March 21, 2017, encouraging and reminding our admitted students to register to attend the event held on Saturday, April 1, 2017.
6. April 22nd Junior Open House Postcard Blast - On March 21, 2017, our Marketing department sent out postcards advertising JR open house on April 22, 2017.
7. April 22nd Junior Open House email Blast - On March 30, 2017, our Marketing department sent out emails advertising the JR open house program that was held on April 22, 2017.
8. Bag Pipes Performance - During the admitted student day program, the Bag pipes will perform before and after the welcome remarks. We want to introduce EU traditions to our new entering students before they arrive for the first day of class.

9. Video Presentation for Admitted Student Day - To play as the admitted students and guests are being seated before the start of the program. Presentation will include Campus Life, Activities, Sports, Alumni, ROTC all over the world - Areas we are trying to recruit and attract more new students.
10. EU Mascot - McCato - Present during Admitted Student Day – We want to have our Mascot interact with the incoming students during Admitted Student day. We want to introduce EU traditions to our new entering students before they arrive for the first day of class.
11. Second Admitted Student Day - Email Blast – This e-mail was sent to students that were unable to attend the first event that was held on April 1, 2017.
12. Accommodations and Dinning Flier – Admissions staff member created flier for our visitors – letters and packets that highlight area hotel accommodations and dining around campus/town.

Financial Aid Initiatives

1. We have placed our Terms and Conditions online in the student's SCOTs system so they now have to accept the terms of all financial aid before the funds can be released.
2. In addition to this process students must now "accept" their loans. This change will allow our office to send less loans files to the Dept. of Education since students will need to indicate if they actual want loans. This also allows for more accurate billing statements since the loans will not be automatically deducted from the students account unless they indicate they would like the loans.

Marketing Initiatives

Overall Marketing

1. Full Open House marketing plan including: desktop/mobile ads, print ads, postcard, digital outdoor, TV, radio, social media, emails, movie theater advertising, Pandora radio, etc.
2. Continued Summer Session marketing campaign.
3. Worked with the Purchasing Office to finalize blanket licensing agreement, which would allow for EU merchandise to be sold on a large scale, and a revenue generator for the University.

4. Launched materials to promote pre-professional programs in partnership with LECOM (completed brochure, plus web presence and social media in development).
5. Continued progress on edinboro.edu search engine optimization (SEO).
6. Spring photo shoots for pre-professional alumni, various academic areas, EU students and general campus images.
7. Continual ads and sponsorships as they fit in marketing plan.
8. Pushed forward on new initiative with Digital Air Strike, a company specializing in social media reputation management.

Print materials and projects for a variety of campus departments:

1. Boro at the Bucs advertising
2. MACS brochure updates
3. Porreco View Book
4. Admitted Student Day invitation
5. Admitted Student Day survey
6. Open House floor plan
7. Global Education banners
8. Academic Honors program
9. Inauguration program
10. Inauguration materials (map, parking pass, etc.)
11. Inauguration signs
12. Marketing/Communication signage
13. Learning Commons signage
14. Academic Festival calendar of events
15. HPE brochure
16. Starfish Resource guide
17. Alumni networking Porreco event
18. Academic Festival logos finalized
19. McComb Lobby sign
20. Erie Reader bi-weekly ads
21. Homecoming parade registration postcard
22. COT presentation template
23. Art studio day flyer
24. Pre-physical therapy flyer
25. Retirement email
26. Living Learning Commons brochure
27. Athletic award template
28. EU birthday cards
29. Faculty and staff recognition program
30. Parchment certificate printing
31. MSW flyer
32. Nursing Week ad
33. MSW Continuing education flyer
34. It's not too late event flyer
35. Commencement program

36. Commencement signage
37. Homecoming theme logo
38. Football theme logo
39. Considerations of graphics to enhance football locker room areas, for team spirit and to assist in recruitment

Email Campaigns

1. Created and sent Master of Social Work email and follow-up for Graduate Studies
2. Created and sent multiple invitation and confirmation emails for Admissions events including Admitted Student Day, Open House, New Student Orientation, Bayhawks event
3. Created and sent Next Steps to Enroll emails for Admissions
4. Created Alumni Newsletter for Advancement to send
5. Created Outlook email for Homecoming Parade invitation
6. Created and sent School Psychology email and follow-up for Grad Studies
7. Created email for Open Studio Day for the Art Department
8. Created and sent Boro at the Bucs email

Website

1. Continuous updates to the website as requested through the ticket system
2. Completed the design and specifications for ITS to develop the promotional landing page that will accompany the University view books; ITS working on programming
3. Designing a new landing page and subpage for the Art Department to better highlight the programs and the student work
4. Working on a webpage to highlight the pre-professional programs
5. Working with EHS to consolidate Emergency Preparedness information to one page on the website, under the ready.edinboro.edu subdomain that Marketing asked ITS to create
6. Adjusted the Request Information buttons on the web to enhance Paid Search analytics
7. Created vanity URL and registration form for Admitted Student Day
8. Created icons for ITS for myEdinboro launchpad

Social Media

1. Academic Festival logos
2. Created and ran SnapChat Geofilters for Open House and Admitted Student Days
3. Removed outdated YouTube videos from our Channel that no longer represent the University well
4. Continued boosted posts for Open House, EU recruitment and Graduate programs

Veterans Success Center Initiatives

1. Veterans End of Year Picnic – Purpose: To provide a key social event for Veteran students on campus and a fund raiser for the Student Veterans Association.
Outcome: Over 40 students including 10 Veterans and 14 ROTC students visited the event, 20 Non-Veteran students attended the event and donated \$50 to the SVA. This also provided non-Veteran students an opportunity to interact with Veteran students in a welcoming environment.
2. Attended Ryan Bizzarro Veterans and Dan Laughlin Erie Veterans Expo – Purpose: To represent Edinboro University at two separate Veterans events in the city of Erie, building and increasing awareness of Edinboro’s dedication to Veteran students and potentially recruit new students.
Outcome: Met with 10 graduates of Edinboro University reconnecting with these individuals. Met with the parents of five current students and offered my assistance should their dependents need assistance navigating the different university departments. Provided viewbooks and sourcebooks to nine potential students and received interest cards from three students. Discussed Edinboro’s work with Veterans with both Ryan Bizzarro and Dan Laughlin, increasing awareness of the program among local leaders.

EDINBORO UNIVERSITY COUNCIL OF TRUSTEES

Division of Student Affairs Report

May 12, 2017

Campus Life and Leadership Development

- Dave Goodwill, the Coordinator of Campus Programs and Recreation, received the Commanders Award for Public Service from the Department of the ARMY.

- Kari Althof has been working tirelessly to implement the new EMS software for room scheduling, and we are currently in final EMS phases. Completion is expected by July 10th.

- In just their 3rd season the Club Ice Hockey team captured the College Hockey East Open Tier 2 Championship the weekend of February 25th at the Rostraver Ice Garden in Belle Vernon, PA.



- ROTC will have a change of command in May. LTC Marc Beckage will leave us for Saudi Arabia and a new command will take post, more information to follow including the date of the ceremony. LTC Beckage has been a tremendous asset here, and he will be missed.

- The weekend of February 25th, the Archery component of the Shooting Sports Club had 6 members participate in various competitions at the Pennsylvania State Archery Association indoor championships. Overall, our co-ed team placed first in the Men's freestyle division. In fall of 2015 the club (Formally Archery Club) was revitalized and renamed the shooting sports club in an effort to attract multiple aspects of the competitive shooting community. In their first year, they had members of the club win individual categories and now in their second year they won a first-place team award. This is great growth in a short amount of time and can be contributed to the group's dedication to the sport of archery.



- EU Disc Golf Course in underway and will be playable by the time of the Highland Games. It is being designed by PGDA distinguished players and designers that are willing to co-host a tournament on our campus once complete to draw national attention.

- ROTC will commission 12 Edinboro University cadets and one Allegheny College cadet on May 12, 2017 into the Army.

- The Edinboro University Equestrian Team is a club sport affiliated with the Intercollegiate Horse Show Association (IHSA). This year, they had three show members qualify for



Regionals: Lauren Michalchik (captain and junior), Samantha Watson (co-captain and sophomore), and Deanna Edwards (senior). By placing first on the Alumni Flat (walking, trotting, and cantering) and first in Alumni Fences (jumping), Lauren earned the right to move on to compete at zones in Ohio and placed 4th in Alumni Fences and 9th in Alumni Flat, overall at that event.

Diversity and Inclusion

- The Director for the Center for Diversity and Inclusion (CDI), Ms. Pertrina Marrero, attended Train the Trainer Training for LGBTQ+ Safe Zone. Campus-wide training is to be implemented in Fall 2017 with caveats to offer Safe Zone emblems, paraphernalia and resources.
- On April 20, the CDI brought the campus together to celebrate the achievements of our African American, Latino, Asian, Native American, and International students who have excelled academically and those that are also preparing to graduate. Over 100 students and guests joined in the celebration, and many participated in the Kente Ceremony specifically in celebration of those graduating.
- The CDI collaborated with the Office of Admissions and attended off-campus trips to enhance the potential interested student pool for the 2017-18 academic year. Visiting East High School and meeting with students in the Lincoln Upward Bound program is establishing a pipeline for student visits and hopeful admits.
- On May 5, the CDI offered a Unity Day. This is a new end-of-the-year program that helps students learn about different cultures, events or people. This year's focus is on the celebration of Cinco de Mayo.

Ghering Health and Wellness

- The Counseling and Psychological Services Office (CAPS) will be extending hours to include evening appointments four-days-per-week during the fall semester on a trial basis.
- Wellness Peer Educators and the Student Health and Wellness Advisory Board hosted a panel speaker event with Safe Journey and SafeNet on May 3, 2017 at the Pogue Student Center.
- Danielle Odell, a registered nurse from Student Health Services, conducted CPR/AED classes for faculty members as part of a grant initiative.
- Maria Day, a CAPS counselor, conducted Mindfulness Workshops in February.
- Suicide Intervention and Prevention Task Force solicited senior graphic design students to conduct a poster presentation at the health fair on April 26, 2017. The poster with the most votes may be used in the suicide awareness and prevention campaign in the fall 2017 term.
- CAPS, in collaboration with Therapy Dogs United and the Academic Success Center, hosted several sessions at the library.
- Ghering Health and Wellness Center, Wellness Peer Educators and the Student Health and Wellness Advisory Board collaborated to bring the 19th Annual Health Fair to campus. Over 60 campus and community vendors came to share their knowledge and resources with campus and community constituents on April 26th.

- The CAPS Authorization for Release of Information is currently under revision.
- Michael Bucell completed the “Advanced Risk Management” PA Psychological Association Continuing Education Ethics workshop on April 28, 2017.
- Alexis Mustin completed continuing education in the Ethics and Effective Treatment for Cluster B Personality Disorders (Borderline, Histrionic, Narcissistic and Anti-Social Personality Disorders).
- Joye Dado and Darla Elder completed updated Collaborative Institutional Training Initiative continuing education.

Office for Students with Disabilities

- Project Educate is a grant-funded program through the Office of Vocational Rehabilitation, which helps sophomore and junior high school students and their parents learn about advocacy, transition and post-secondary schooling, and/or employment. It is a series of dinners in local restaurants with various agencies, job coaches, colleges and universities, discussing programs and skills needed for success beyond high school. Sharon Conklin represented OSD at three dinners in Hermitage, Greenville and Sandy Lake, PA.
- The Boro Autism Support Initiative for Success (BASIS) area for the Office for Students with Disabilities sponsored the 1st annual Autism Awareness Walk on Friday, April 28.
- The Attendance Care Program area of the Office for Students with Disabilities sponsored a fully funded trip, thanks to the Brian King Memorial Fund, to the Rock and Roll Hall of Fame in Cleveland, Ohio on April 29, 2017. Nineteen students participated in this wonderfully organized and prepared event.

Residence Life and Housing

- The department hosted a "Be the Change Clothing Exchange" clothing drive from Thursday, May 4 through Tuesday, May 9. Boxes were placed in each residence hall to collect clothing donations from students as they packed belongings to go home. The clothing was donated to Thrifty Threads and the Erie City Mission.
- The department wrapped up its biennial community survey. Nearly 30% of on-campus students (N = 443) participated. Key findings include:
 - About the community and relationships:
 - 84% of students attend floor programs and meetings “always or often;”
 - 72% of students report that they believe their peers care about one another and 74% care about the community that has developed on their floor; and
 - 82% of students reported interacting with others whose backgrounds and life experiences (i.e., differences based upon religion, race, ethnicity, ability, sexual orientation, socio-economic status) are different from their own.
 - About the student staff:
 - 60% of respondents indicate that their residence assistance has planned activities specifically designed to encourage group interaction on at least a bi-weekly basis;
 - 76% of students indicate that their RA is visible/accessible on the floor during "high traffic" times (when students are most likely to be on the floor - typically between 7-11pm); and

- 73% of students report knowing their Graduate Hall Coordinator (GHC), 81% indicated their GHC is approachable and treats students fairly, and 84% said their GHC is responsive to questions and needs.
- Graduate Hall Coordinators Kaz Himes and Melana Johnson, partnered with staff from the Communications office to develop a GHC recruitment video for use with graduate staff selection. https://drive.google.com/file/d/0B_5Q-qBZgNBiYkFRQTdyb0Y5MGs/view
- The Access office has transitioned to the Pogue University Center. During the first “Admitted Student Days” program (sponsored by the Office of Admissions), more than 200 incoming students sat for and subsequently left the day with their Edinboro University student ID card.
- Since September 2016, more than 900 active and passive residence hall programs, an average of 35 each week, were facilitate by the RA and GHC staff.
- Amy Franklin-Craft attended the PASSHE sponsored “Respect my Red” Title IX training at Kutztown University on April 17-18, 2017.
- Amy Franklin-Craft attended the American College Personnel Association Annual conference in Columbus, OH from March 23-29, 2017.
- The Residence Hall Association, under the advisement of Josette Skobieranda-Dau and Amy Franklin-Craft, has begun to create a proposal to hose the Great Lakes Affiliate of College and University Residence Halls (GLACURH) Regional Business Conference. If selected, Edinboro University will host the conference in February, 2019.
- Rose Hall students, in an effort to personalize their community, painted a mural in the first floor student lounge (See picture of projected image).
- The Residence Hall Association hosted “Coming Out with the Stars” to celebrate the vibrancy of Edinboro University’s LGBTQIA community.



Student Government Association

- Congratulations to our newly elected Edinboro University Student Government Association President, Mr. Ja’Cobi Green. Antoinette Jackson will finish out her presidential term this semester, Ja’Cobi will transition over the summer, and officially take his new leadership role Fall 2017.

Athletics

- It’s time once again for the Sports Memorabilia Auction. A major fundraising activity of the athletic department that has raised over \$200,000 through the years, this year’s event will be held on May 24 at the Ambassador Center. Pittsburgh Steeler Cameron Hayward and former hockey standout Mike Rupp will serve as the guest signers. Once again, hundreds of items will be up for auction during the silent and live auctions.
- Edinboro University staff members are gearing up to again host a variety of sports camps during the summer months, with funds raised used toward athletic scholarships. McComb Fieldhouse

and the Zafirovski Sports Dome will be very busy with campers from around the country this summer.

- Edinboro's athletic teams continue to compile a high number of community service hours. The spring sports teams have taken part in Edinboro's Read to Compete Program this spring with Edinboro Elementary School. In addition, a variety of teams continue to get out and assist in the community. Most recently, the volleyball team visited the Erie Humane Society. Team members helped clean up the facility and spent quality time with the animals. The football and wrestling teams helped run the kids Fishing Derby on the opening day of trout season. Members of the wheelchair basketball and football teams joined forces in late March to challenge the Erie City Council to a game of wheelchair basketball at Erie Insurance Arena as part of "On the Ball!" The event was part of a fundraiser to benefit the Erie-based Mission Empower and the Edinboro University wheelchair basketball team.
- The annual athletic recognition ceremony has been improved and expanded based on student and coach feedback to now honor the student athletes in the Edinboro ESPY's Ceremony. The red carpet ceremony will include video and pictorial recognition of the athletes and teams, announced the winner of the student voted awards Male and Female Athlete of the Year, and announced the winners of new awards, such as play of the year, upset of the year, freshman of the year, breakout athlete of the year, etc. Coach of the Year, which is voted on by the Athletic Department Staff, was also announced at the event on April 30.
- Funding was secured to hire work-study student mentors for the Athletic Department peer mentoring program. The program aims to enhance retention and graduation rates of student athletes. The Athletic Study Table has expanded from study hours to also now include tutoring and peer mentoring to enhance the student and academic experience.
- In an effort to increase revenue and opportunities, the Athletic Department is working with the Bursar and Accounting Offices to implement an online purchasing system for camps/clinics, events, fundraisers and ticket sales. An online registration and payment system will help to improve participation and payment options for participants and interested parties.

Athletic Team Updates

WRESTLING

Head coach Tim Flynn's wrestling team wrapped up another outstanding season with a strong postseason showing. The Fighting Scots easily won their third EWL Championship in the last four years as six Fighting Scots won individual championships. That is one shy of the EWL record held by Penn State. Sean Russell (125 lbs.) won his second title, while Korbin Myers (133), Patricio Lugo (149), Ty Schoffstall (174), Dakota Geer (184), and Billy Miller (hwt.) won their first crowns. All six qualified for the NCAA Division I national Championships; they were joined in St. Louis by Chase Delande (157 lbs.) and Austin Matthews (165 lbs.). Edinboro finished 20th at Nationals, with Sean Russell finishing seventh at 125 lbs. to earn All-American honors for the first time. Postseason awards included: Dakota Geer (EWL Freshman of the Year), Tim Flynn (EWL Coach of the Year), and Sean Russell (PSAC Athlete of the Year). Chase Delande was named to the NWCA All-Academic Team.

WOMEN'S BASKETBALL

Head coach Stan Swank guided the Fighting Scots to their seventh straight 20-win season. Edinboro finished at 21-9, reaching the PSAC Quarterfinals before losing at California (Pa.) after beating Seton Hill in the first round. Over the last seven years, Edinboro has a 166-46 record, an average of almost 24 wins per year. Edinboro has now made the PSAC Tournament eight straight years and 23 times in Swank's 30

seasons. It is the 13th 20-win campaign for Swank. Katie Fischer was named to an NABC honorable mention All-American and a Division II Bulletin honorable mention All-American.

MEN'S BASKETBALL

Jaymon Mason was named a Division II Bulletin honorable mention All-American for the second straight year. He ranked second in the PSAC and tenth in Division II in scoring at 23.0 ppg.

TRACK & FIELD

Track & Field wrapped up its outdoor season, with the PSAC Championships May 4-6. Both the men's and women's teams enjoyed strong seasons. A total of 13 individuals have currently qualified for the PSAC Championships for the men, while 10 athletes have qualified on the women's side. Three women have posted NCAA provisional qualifying marks – Gabby Schultz in the shot put and discus; Kasey Jones in the 3,000-meter steeplechase; and Molly Regan in the pole vault. For the men, Corey Wefing has had NCAA provisional times in the 800 and 1500-meter runs and Eugene Baritot in the 3,000-meter steeplechase.

WHEELCHAIR BASKETBALL

Head coach Jim Glatch's team enjoyed one of its better seasons in recent years with a 14-14 record. The Fighting Scots finished seventh in the 49th annual NIWBT National Championships. They took third-seeded Illinois into overtime before losing in the first round and would place seventh thanks to a win over Auburn. Chayse Wolf was named to the NWBA All-Rookie/Freshman Team, while Will Speed was named to the Academic All-American honorable mention team.

TENNIS

Head coach Lee Underwood's men's and women's tennis teams are expected to receive bids to the NCAA Tournament. It would be the fourth straight year for the men, and the first ever for the women. The men's tennis team (15-6) fell just shy of winning its fourth straight PSAC Championship, falling 5-4 to Mercyhurst in the finals. The women's team (11-6) made the PSAC Tournament for the first time, losing to eventual PSAC champion IUP in the quarterfinals.

WOMEN'S LACROSSE

A young women's lacrosse team under second-year head coach Caitlin Formato has struggled while playing a demanding schedule. The record (2-13) is not indicative of how close most of their matches have been. Six of the losses have been by two goals or less.

SOFTBALL

The softball team is still in the hunt for one of three playoff berths in the PSAC West. The Fighting Scots are 4-8 in league play with four league doubleheaders remaining. Like the women's lacrosse team, the softball team has suffered through some painful losses, with seven losses by one run (13-16).



Contracts & Purchases

March 2017

**Council of Trustees Meeting
May 12, 2017**

**COUNCIL OF TRUSTEES
EDINBORO UNIVERSITY - REPORT OF CONTRACTS FROM 3/01/17 TO 3/31/17**

Contractor's Name	Cost Center Name	Description	Funding Source	Expense Category	Amount
Amy Millard Graphic Design & Photo	Marketing	Media & Design Services	General Funds	Specialized Services	\$ 4,550.00
Angela Gast	Marketing	Media & Design Services	General Funds	Specialized Services	18,000.00
CampusFeedBack.com	Admissions	Mystery Shopping Service	General Funds	Consulting Services	4,995.00
Edinboro Volunteer Fire Department	VP of Finance & Admin	Emergency Services	General Funds	Contracted Services	19,000.00
Heidi Kerner	Continuing Education	Continuing Education Customer Service Class	Special Programs	Consulting Services	1,200.00
Johnson Controls Inc	Univ Center - Maint & Custodial	Install Drive with Bypass for Return Fan in Kitchen	Student Center Funds	Contracted Maint - Bldgs & Grounds	3,870.00
Kathleen Johnson	Continuing Education	Instruction of Nurse Aide Program at Presbyterian Homes	Special Programs	Speaker Fees	3,325.00
McCarl's Services Inc	Maintenance - Highlands Buildings 1-4	Remove Broken Heat Pump & Install Newly Serviced Heat Pump	Self-Supported Funds	Contracted Maint - Bldgs & Grounds	3,432.00
Metro Group Inc	Shops/Plant	Water Treatment Program for Various Heating/Cooling Systems	General Funds	Contracted Maint - Bldgs & Grounds	6,755.00

**COUNCIL OF TRUSTEES
EDINBORO UNIVERSITY - REPORT OF CONTRACTS FROM 3/01/17 TO 3/31/17**

Contractor's Name	Cost Center Name	Description	Funding Source	Expense Category	Amount
Persad Center Inc	University Diversity Council	"LGBTQ 101" Training	General Funds	Speaker Fees	500.00
Raven Rental	Open House Events	Sound System for Admitted Student Day	General Funds	Specialized Services	950.00
Starfish Retention Solutions	Technology Fee Projects	Starfish Software Subscriptions	General Funds	Software License Fees	62,200.00
Take Back College	Math & Computer Science	"The Heart of a Leader"	General Funds	Speaker Fees	6,700.00
Walsh Refrigeration	Maintenance	HVAC Services	General Funds	Contracted Repairs	15,000.00
Waste Management of Erie	Maintenance	Waste Removal & Landfill Services	General Funds	Trash/Sanitation	80,000.00
Wilkins Co Inc	Deferred Maint-Reeder	Security Upgrade Equipment & Programming Services	Other E&G Funds	Media Equipment	8,392.00
				TOTAL	\$ 238,869.00

COUNCIL OF TRUSTEES
EDINBORO UNIVERSITY-REPORT OF PURCHASE ORDERS OVER \$10,000 FROM 3/01/17 TO 3/31/17

VENDOR-NAME	VENDOR-ADDRESS	DESCRIPTION	PO NUMBER	PO AMOUNT
Atmos Inc	3717 Huckleberry Rd Allentown PA 18104	Speech Department Endoscopic Equipment	4500523458	\$ 29,691.00
CDW Government LLC	200 North Milwaukee Ave Vernon Hills IL 60061	Information Technology Services Security Incident & Management Software	4500525410	14,997.90
CS Technologies Plus	2803 State Rt 257 Seneca PA 16346	Mathematics & Computer Science Lab 137 Computer Replacements	4500525419	19,987.20
Erzen Associates Inc	1500 South McCully Rd Monroeville PA 15146	Facilities Custodial Equipment	4500524326	11,979.00
Graybar	6161 Halle Drive Valley View OH 44125	Information Technology Services Fiber Optic Equipment	4500524625	10,205.87
Hurst Review Services Inc	127 S Railroad Ave Brookhaven MS 39601	Nursing Department State Board Testing Review	4500524186	12,000.00
JSTOR	Portico 2 Rector St 18th floor New York NY 10006	Library Annual Electronic Journal Subscriptions	4500522552	26,300.00
MSL Direct Inc	4302 Old William Penn Hwy Ste 200 Murrysville PA 15668	Marketing Pandora Advertisement Campaign	4500525288	12,500.00
Samanage USA Inc	117 Edinburgh S Ste 100 Cary NC 27511	Information Technology Services Help Desk Software	4500524390	18,628.00
Whitlock Corporation	9048 William Penn Highway Huntingdon PA 16652	Frank G Pogue Student Center Television Replacements	4500523875	11,521.77
			TOTAL	\$ 167,810.74

EDINBORO UNIVERSITY
Council OF Trustees

NOVEMBER 2017-NOVEMBER 2018 PROPOSED MEETING DATES

November 14, 2017	Study Session (including any committee items) Executive Session – Lunch included Quarterly Business Meeting	9:00am-12:00pm 12:00pm-1:30pm 2:00pm-3:00pm
February 20, 2018	Study Session (including any committee items) Executive Session – Lunch included Quarterly Business Meeting <ul style="list-style-type: none"> ➤ Fees ➤ Slate of Officers if needed 	9:00am-12:00pm 12:00pm-1:30pm 2:00pm-3:00pm
May 15, 2018	Study Session (including any committee items) Executive Session – Lunch included Quarterly Business Meeting <ul style="list-style-type: none"> ➤ Voting in of Officers if needed 	9:00am-12:00pm 12:00pm-1:30pm 2:00pm-3:00pm
July 24, 2018	Annual Inspection of Facilities Study Session (including any committee items and lunch) Quarterly Business Meeting <ul style="list-style-type: none"> ➤ Budget ➤ Order of Succession Planning 	9:00am-11:00am 11:00am-2:00pm 2:00pm-3:00pm
November 13, 2018	Study Session (including any committee items) <ul style="list-style-type: none"> ➤ Compliance University External Financial Support (Auxiliaries) ➤ CLA Audited Financial Statements Executive Session – Lunch included Quarterly Business Meeting	9:00am-11:00am 11:00am-2:00pm 2:00pm-3:00pm

ACTION:

APPROVED:

MINUTES
Edinboro University of Pennsylvania Council of Trustees
Edinboro University Quarterly Business Meeting
Wednesday, March 22, 2017
DRAFT

The Quarterly Business meeting of the Council of Trustees of Edinboro University was held on March 22, 2017 at Edinboro University in the Pogue Seminar Room. The meeting was called to order at 1:00 p.m. by Dennis Frampton, Chair of the Council of Trustees.

Recording of Attendance

Trustees present: Trustee Anderton, Trustee Chaffee, Trustee Higham, Trustee Kennedy, Trustee Lowther, Trustee Pape, Trustee Pirrello (via-telephone), Trustee Shields, and Trustee Wachter.

The following members of the **EU Administration** were in attendance:

Dr. Michael Hannan, Provost and Vice President for Academic Affairs
Mr. Eric Sheppard, Associate Vice President of Financial Operations
Ms. Marilyn Goellner, Assistant Vice President for Advancement
Dr. William (Bill) Edmonds, Vice President for Enrollment Management
Dr. Mary Beth Mercatoris, Interim Dean of Students and Campus Life

In addition to President Walker, the following individuals attended the public meeting of the EU Council of Trustees:

Jeffrey Hileman, Director for University Communications
Scott Miller, Dean of School of Business
Erinn Lake, Executive Director of Graduate Studies and Interim Dean of School of Education
Denise Ohler, Interim Dean College of Science and Health Professionals
Ronald Wilson, Director of Social Equity & Title IX Coordinator/Executive Director of Porreco
Don Dilmore, Associate Vice President of University Libraries
Sherri Galvin, Executive Assistant to the Vice President of Finance & Administration
Aaron Foster-Williams, Student of Edinboro University
Carol Webster, Executive Assistant to the President

Chair Frampton moved to the first order of business – Public Comment. The chair invited comment from the public in attendance. Hearing no request from members of the public, the Chair moved to the next item of business – approval of Minutes from the Quarterly Business Meeting held on December 16, 2016. There were no questions and or corrections to the minutes as presented, therefore, it was voted to approve the minutes as presented. The motion was carried as unanimous approval.

Chair Frampton then asked for the approval of the proposed dates for the Council of Trustee meetings for November 2017-November 2018. There were no questions and or corrections to the minutes as presented, therefore, it was voted to approve the minutes as presented. The motion was carried as unanimous approval.**Since this meeting it as determined the proposed dates should be revisited at the May 12 business meeting.

New Business:

Chair Frampton then yielded the floor to President Walker for the delivery of the President's Report to the Council of Trustees.

President Report:

President Walker reported on the status of Edinboro University:

- We are nearing graduation, which is an important time for seniors who are looking to their future.
- We are engaged in the budget process and are required to submit a balanced budget soon.
- Working Groups/SCOT Analysis update:
 - We held our first town hall meeting (in presentation format) to share the Working Groups Discovery and Analysis results-the meeting went very well.
 - The second town hall meeting is in presentation format and we will provide results of the data validation and the SCOT analysis.
- We are in the process of scheduling open dialogue meetings with constituent groups. These meetings will be internal to the campus and will allow us to look at the health and sustainability of the university.
- A series of additional work on the academic program review is going on most notably in the office of academic affairs, which I will save further details for the Provost.

The floor was opened for any questions for President Walker, no questions were asked.

Chair Frampton and President Walker opened the floor up to members of the Executive Leadership Team whereas, the following was reviewed, presented and discussed as noted below:

Academic Affairs: - Provost and Vice President of Academic Affairs, Dr. Michael (Mike) Hannan

- We have made a number of program revisions. Some minor modifications and improvements have been made to our:
 - Bachelor of Science in Medical Technology-Nanotechnology and Nuclear Medicine Technology.
 - Bachelor of Science in Business Administration-Personal Financial Planning Concentration. This program is one of less than ten in the Commonwealth that is registered with the Certified Financial Planners Board Standards.
 - Bachelor of Science in Education - Secondary Education. We are combining these programs into a single degree concentration with specific disciplinary areas. Additionally, we are combining Secondary Education and the joint Secondary Education and Special Education programs so that students can receive duo certification.
- Edinboro University's Masters in Social Work (MSW) is one of the largest graduate programs we have in the university and it has grown significantly in the last few years. MSW has a top-10 national ranking in the 2017 Top Online MSW Programs list. This national ranking, by SR Education Group is based on positive feedback from current students and graduates.
- The Commission on Collegiate Nursing Education (CCNE) Accreditation visit on February 22-24 provided positive feedback on the Edinboro/Clarion University's Doctor of Nursing Practice (DNP) program.
- In early February, we held a Ribbon Cutting Ceremony for the University's Learning Commons. This was an incredible transformation of space, which transformed into a new interactive space for our Academic Success Coordinators Career Development Office, our Adult Transfer Student Center and our Global Education Center.
- Edinboro University's Academic Festival will take place this week. The festival will feature presentations, demonstrations and exhibits of faculty, staff and student work.
- Edinboro University's Celebration of Scholarship is on Wednesday, March 29, 2017. This celebration will showcase multiple students who have completed both individual and joint research projects with the faculty. The students work which be displayed in poster board format, will be judged during a recognition ceremony that evening.

- Brad Pattullo, Art Professor, directed and animated the episode “G” for Sesame Street.
- Dr. Ronald Raymond, Journalism and Public Relations Professor, moderated a panel to discuss Civil War history and Civil War-era medical practices following a preview screening of the PBS Civil War drama “Mercy Street” which is a very high quality production.
- Dr. William Mackay a professor in the Biology and Health Services Department has been asked to speak at a major Breast Cancer conference this summer and will present his research on the mutagenic and pre-carcinogenic effects of anthracyclines, topoisomerase inhibitors at a meeting in Vancouver.
- Two of our Social Work faculty Dr. David Pugh and Dr. Elaine Rinfrette were accepted to participate in a fellowship at Boston University. The program “Alcohol and Other Drugs Education Program” is designed to educate Social Work faculty and graduate students on alcohol and drug abuse. We are proud of both Drs. Pugh and Rinfrette who have been selected for this fellowship, as they were two of many who applied.

Finance and Administration – Associate Vice President of Financial Operations, Mr. Eric Sheppard

Financial:

- University year-end forecast deficit has gone down in terms of the financial report for the month of February. \$4.5M-\$4.2M.
- We now have access to a PASSHE new reporting tool called the “Instructional Cost Model.” Academic Affairs, the Budget Office and Institutional Research can use this tool to analyze instructional cost and non-instructional cost on an FTE student basis. Additionally, this tool will link our student and financial data, which will allow us to make some good decisions in the path forward for the university.
- The new bursar identified \$2.9M in receivables which had been written off from 2005-2011 that had lain dormant with an outside collection agency. Previously written off, another \$1.4M in receivables were identified in summer 2016. A total of \$4.3 in dormant receivables are now in the collection process.

Facilities:

- University Dining Services and ID office moved from the Van Houten dining facilities to the second floor of the Pogue Center. This will incorporate everything around building access and has been transferred from my office (Mr. Sheppard’s) to Dr. Mary Beth Mercatoris and Residence Life Staff.
- Installed electronic access control to the perimeter of Reeder Hall to allow keyless entry and remote lockdown capabilities. Installation of cameras in exterior buildings.
- Completed Van Houten outdoor overhead door and patio project.
- Moved Marketing and Communications Offices to the third floor in Reeder Hall.

ITS:

- Campus-wide television upgrade. Hung and installed power for 30+TV’s for ITS.

Parking:

- We are forming a New University Parking Committee to address the current parking situation.

Action Item/Vote on Contracts and Purchases for December 16, January 17 and February 17

Mr. Sheppard: You have received and reviewed a listing of all contracts and purchases.

Chair Frampton: President Walker recommends the approval of contracts and purchases for the period of December 2016, January 2017 and February 2017 - do I have a motion to approve those contracts and purchases. **Approved roll call-this has been passed.**

Advancement – Assistant Vice President for Advancement

- Dashboard as the end of February - we are at \$2.7M in dollars raised and we are predicting \$3.2M by the end of year - that is with doing everything the right way and counting charitable gifts.
- Our endowments through the foundation, university and alumni are over \$2,500.

- Currently our team of seven are maintaining and building relationships, phonation (which is up this year), and direct mail.
- Small gifts are up and major gifts are down.
- Alumni spring newsletter will be out in this spring.
- A major moves management program is in place this organizes our major gifts program.
- We have had 100 face-to face meetings.
- Jon Pulice had an alumni gathering in Florida with several prospects.
- Bruce Baumgartner also went to Florida on visits and Julie Chacona is currently in Portland on visits.
- On Dr. Walker's calendar we have had many alumni visits and gatherings and have taken him all over the community to visit various community members. Future events include a visit to Hilton Head for an alumni gathering, whereas, to date we have 40 alumni attending and an alumni event in Pittsburgh, which includes a Pirates game on Father's Day.
- Data team update – We are tracking 50,000 alumni and are ensuring tools are in place to enrich our data. We are continuously updating and improving our tracking methods.
- Staff Development- we are currently working on staff development so we have important training as we move toward our Capital Campaign.

Question:

- *Are there reasons people are not giving to the annual funds-is it economic?* There are a variety of reasons it depends, we reach out to people we have not spoken with in years- a lot relates to engagement, what their experience was like in their careers, did their diploma help them get a job, financial, etc.

Enrollment Management – Vice President for Enrollment Management, William (Bill) Edmonds

- Pre-summer Melt Project for Fall 2017- we ordered EU lanyards that will be sent by mail, along with a letter.
- Letter to School Counselors-Health of EU – A letter was sent to our database of School Counselors from PA, OH, & NY to inform the high schools of the health of EU.
- Paskill Stapleton & Lord-External Marketing Audit - To perform an audit that will analyze EU's outreach & marketing activities as they relate to our enrollment objectives and to see if we are utilizing Best Practices. They will be returning to campus for another presentation to present their findings and recommendations.
- Working with the honors director to update an Honors brochure and application. This will be sent to students who have been accepted who qualify for the Honors Program.
- Sponsored Journalism Day included a short admissions presentation.
- Admitted Students Day is April 1st, we are engaging students and their guests. We want our new students to walk away with campus ID and housing assignments. This will help our new students feel more connected to the university.
- Alumni and Employee outreach campaign, these campaigns were designed to ask for assistance with new student recruitment.
- Enabling people to complete their FASA earlier now. Award letters are sent out weekly now. This year they were sent out in late January. Next year the award letters will be sent out in late October.
- Updated Spring commercials for our Open House
- We continue to bring our best foot forward through email campaigns, continuous improvement on our website/landing page and more.
- Veterans Success Career Week-Veteran students will have the opportunity to learn about applying for federal jobs, writing resumes using military experience, and developing a network.

Student Affairs - Interim Dean of Students and Campus Life, Mary Beth Mercatoris

Interim Dean, Mercatoris took a moment and thanked the Council for the opportunity to serve them.

- Great things are happening in Student Affairs:
 - Centralized reservation system- a one stop shop, more information at the next COT meeting

- Center for Diversity and Inclusion official opening was February 1. The center is doing a lot of community building and there are multiple opportunities for students to visit this summer.
- Martin Luther King Awards, Reverend Melissa Burnett was awarded this year's Martin Luther King, Jr. Award
- Student Ryan Stratton received the inaugural Dr. Joseph Laythe Award. Ryan is among the best a phenomenal student.
- Make-a-Wish Day - honored a child and sent them to Hawaii, a lot of money was raised during this day.
- Athletic Banquet 250 students attended.
- Student Government Association (SGA) is focusing the long-term vision of SGA by developing three-year strategic goals for the organization as a whole.

PACT Report-Trustee Shields

PACT Conference:

- PACT conference this year (April 19 and 20) is all about the sustainability, a timely issue for the state system.

A brief outline of the program:

- Dr. Cliff Warton will be the keynote speaker, Dr. Warton was a President of Michigan State University, Chancellor SUNY System of NY, and CEO of TIAA- CREF.
- One of the highlights of the conference is the National Center of Higher Education Management System (NCHEMS) which is doing the study on the system. NCHEMS will provide their methodology during the conference. NCHEMS will start this week in Harrisburg to begin the study.
- The Instructional Cost Model will be discussed and we will have the opportunity to see how the model will roll out to the system. The Instructional Cost Model looks at the courses we have and the cost of what it costs to hold the course, the cost to deliver the course and it helps model where you need to be.
- Dr. Walker will be part of the Workforce Development Panel, highlight what EU has done in terms of Workforce Development.
- Trustee-to-Trustee Workshop- A panel of three Trustees will speak primarily on governance and fiduciary responsibilities of the trustees and will provide a better understanding of the works of the university and the system.
- The conference will finish up with Chancellor Frank Brogan with Board of Governors Chair Cynthia D. Shapira who will have a question & answer session.

Chair Frampton asked for a Motion to Adjourn.

The meeting was being recorded and was duly noted.

With no further business, the Wednesday, Council of Trustees Business Meeting at Edinboro University adjourned at 2:00pm.

Informational Items

Upcoming COT Scheduled Meetings:

- Wednesday, March 22, 2017
- Friday, May 12, 2017
- Tuesday, July 25, 2017

Respectfully submitted,
Carol Webster, Executive Assistant to President Walker