

EDINBORO UNIVERSITY  
*Council OF Trustees*

February 13, 2018  
8:00a.m. – 2:30p.m.  
Crawford Center Conference Room

Call-In Information:  
Conference Session and Study Session  
1-877-820-7831 Passcode 9732006#  
Call-In Information:  
Quarterly Business Meeting 1-844-799-2451 Passcode 52786156#

## Agenda

8:00a.m.

### Welcome – Vice Chairperson Chaffee

8:10a.m.

1. Introduction of today's conference meeting.  
Conference meeting is to convey information – no debate or deliberation.

## Conference Session 8:10a.m.-9:30a.m.

8:10a.m.

### Closed Session

9:30a.m.

## Study Session 9:30a.m.-11:00a.m.

9:30a.m.

### President Walker's Report

10:00a.m.

1. Significant Restructure of EM/AA
2. University Transformation Commission-Task Force Update

10:00a.m.

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

10:30a.m.

1. Program Revisions
2. Increased Admission Standards Results
3. Student Trustee Status

**Study Session - Continued**

**10:30a.m.**                      **Finance and Administration, Interim Vice President for Finance and**  
**11:00a.m.**                      **Administration, Dr. Allan Golden**  
1. Price of Attendance  
2. Status of CLA Audit of Small Accounts

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If time permits\*\*

1. Potential for Cohort Pricing

**Executive Session 11:00a.m.-1:00p.m.**

**11:00a.m.**                      **Closed Session** (Lunch included)  
**1:00p.m.**

**Quarterly Business Meeting 1:00p.m.-2:30p.m.**

**1:00p.m.**                      **Welcome, Vice Chairperson Chaffee Opens the Meeting**  
**Roll Call and Public Comment Period**

**1:05p.m.**                      **CliftonLarsonAllen Audit Review – Review of June 30, 2017 Financial Statements**  
**1:35p.m.**                      (Mr. Jacobson calling-in) 1:00pm

**1:35p.m.**                      **Old Business**  
**1:40p.m.**                      **Action:**  
• Minutes – Quarterly Business Meeting held on October 12, 2017  
• Proposed COT Meeting Dates 2018 Calendar Year

**1:40p.m.**                      **New Business**  
**1:50p.m.**                      *Vice Chairperson Chaffee*  
EU Bylaws-bring forward for discussion (Page 5 Section 7)  
\*\*The use of roll call votes during meetings in which members are attending via phone.  
To provide for more efficient use of meeting time, a roll call vote will be required  
only if the initial voice vote is not unanimous.

**1:50p.m.**                      *President H. Fred Walker*  
➤ President's Report to the Council of Trustees

**Quarterly Business Meeting 1:00p.m.-2:30p.m. *Continued***

- 1:55p.m.**                      **Academic Affairs**  
**2:00p.m.**                      *Provost and Vice President for Academic Affairs and Student Affairs,*  
*Dr. Michael Hannan*  
➤ Academic Affairs and Student Affairs Report
- 2:00p.m.**                      **Finance and Administration**  
**2:05p.m.**                      *Interim Vice President for Finance and Administration, Dr. Allan Golden*  
➤ Finance and Administration Report  
**Action:** President Walker recommends approval on contracts and purchases as reviewed by the Council of Trustees for the period of September, October, November and December 2017.
- 2:05p.m.**                      **Enrollment Management**  
**2:10p.m.**                      *Vice President for Enrollment Management, Dr. William Edmonds*  
➤ Enrollment Management Report
- 2:10p.m.**                      **University Advancement**  
**2:15p.m.**                      *Assistant Vice President for Advancement, Ms. Marilyn Goellner*  
➤ Advancement Report
- 2:15p.m.**                      **Marketing and Communications**  
**2:20p.m.**                      *Assistant Vice President for Marketing and Communications,*  
*Ms. Angela Burrows*  
➤ Marketing and Communications Report
- 2:20p.m.**                      **Executive Committee/Representatives Reports**  
**2:25p.m.**                      *Trustee Harold Shields*  
➤ PACT Executive Committee Report
- 2:25p.m.**                      **Close**  
**3:00p.m.**

EDINBORO UNIVERSITY  
*Council OF Trustees*

February 13, 2018  
Itinerary  
8:00a.m.-2:30p.m.  
Crawford Center Conference Room

8:00a.m. Welcome-Vice Chairperson Chaffee  
8:10a.m.

8:10a.m. Conference Session (**Closed Session**)  
9:30a.m.

9:30a.m. Study Session (**Open Session**)  
11:00a.m.

11:00p.m. Executive Session (Lunch) (**Closed Session**)  
1:00p.m.

1:00p.m. Quarterly Business Meeting (will include audit presentation from CLA)  
2:30p.m. (**Open Session**)

# Edinboro University Council of Trustees

## January 26, 2018

### Personnel transactions since September 22, 2017

#### NEW HIRES/REPLACEMENTS/CONTINUATIONS

Abbate (Gatti), Ms. Lisa M., regular, full-time (9 month), Clerk Typist 2, Office for Students with Disabilities (50%) and Ghering Health and Wellness Center (50%), at \$23,365.00 effective November 6, 2017.

Acri, Ms. Colleen, part-time (up to 53.33%), temporary, Instructor, Nursing, spring 2018 semester at \$14,361.67 effective January 6, 2018.

Borkowski, Ms. Mary Kay, part-time (up to 50%), temporary, Instructor, Counseling, School Psychology, and Special Education, spring 2018 semester at \$12,212.28 effective January 6, 2018.

Cannata, Mr. Michael, part-time (up to 25%), temporary, Instructor, Counseling, School Psychology, and Special Education, spring 2018 semester at \$6,106.14 effective January 6, 2018.

Clerkin, Ms. Kim, part-time (up to 50%), temporary, Instructor, Middle & Secondary Education and Educational Leadership, spring 2018 semester at \$12,212.28 effective January 6, 2018.

Day, Ms. Maria, part-time (up to 40%), temporary, Instructor, Counseling & Psychological Services, spring 2018 semester at \$10,771.26 effective January 6, 2018.

Dempsey, Dr. Camille, tenure track, Assistant Professor, Middle & Secondary Education and Educational Leadership, at \$29,688.27 effective January 6, 2018.

Ferraro, Ms. Erica, part-time (up to 39%), temporary, Instructor, Social Work, spring 2018 semester at \$9,525.5 effective January 6, 2018.

Fisher, Ms. Kelly, part-time (up to 25%), temporary, Instructor, Counseling, School Psychology, and Special Education, spring 2018 semester at \$6,106.14 effective January 6, 2018.

Gadley, Mr. Joshua, part-time (up to 25%), temporary, Instructor, Counseling, School Psychology, and Special Education, spring 2018 semester at \$6,106.14 effective January 6, 2018.

Ghisson, Ms. Michelle, full-time (up to 100%), temporary, Instructor, Art, spring 2018 semester, at \$24,424.56 effective January 6, 2018.

Golden, Dr. Allan J., Interim Vice President for Finance and Administration, temporary, full-time, Management Level 240, at \$7,268.94 biweekly effective November 9, 2017 through May 15, 2018.

Haas, Ms. Julie, part-time (up to 50%), temporary, Instructor, Communication Sciences and Disorders, spring 2018 semester at \$12,212.28 effective January 6, 2018.

Hodapp, Ms. Wendy, regular, full-time, Clerk Typist 2, Facilities, at \$29,164.00 effective October 30, 2017.

Lichtenstein, Mr. Mark, Director of University Marketing, Management Level 200, at \$75,000.00 effective November 6, 2017.

Lorenzo de la Pena, Dr. Sheila, part-time (up to 25%), temporary, Instructor, Counseling, School Psychology, and Special Education, spring 2018 semester at \$6,106.14 effective at January 6, 2018.

Lytle, Ms. Kelly, part-time (up to 50%), temporary, Instructor, Communication Sciences and Disorders, spring 2018 semester at \$12,212.28 effective January 6, 2018.

Malena, Ms. Toni, temporary, hourly, Web Manager, Marketing and Communications, at \$37.00 per hour for hours worked effective December 11, 2017 through June 30, 2018.

McGovern, Ms. Courtney, part-time (up to 8.33%), temporary, Instructor, Nursing, spring 2018 semester at \$2,035.37 effective January 6, 2018.

Miller, Ms. Berg, part-time (up to 23%), temporary, Instructor, Social Work, spring 2018 semester at \$5,617.65 effective January 6, 2018.

Mitchel, Mr. Joshua G., part-time (up to 66.67%), temporary, Instructor, Art, spring 2018 semester at \$16,283.04 effective January 6, 2018.

**Edinboro University Council of Trustees  
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Nash, Mr. Stewart, part-time (up to 50%), temporary, Instructor, Communications, Journalism & Media, spring 2018 semester at \$12,212.28 effective January 6, 2018.

Porter, Ms. Amanda, Tenure Track, Instructor, Mathematics and Computer Science, at \$30,430.44 effective January 6, 2018.

Raybuck, Ms. Diane, Director of Admissions, Management Level 210, at \$98,000.00 effective February 5, 2018.

Schillinger, Ms. Nora, part-time (up to 25%), temporary, Instructor, Criminal Justice, Anthropology & Forensic Studies, spring 2018 semester at \$6,106.14 effective January 6, 2018.

Swies-Lyons, Ms. Dorota, temporary, hourly, Web Manager, Marketing and Communications, at \$37.00 per hour for hours worked effective December 11, 2017 through January 31, 2018.

Weber, Dr. Thomas, full-time (up to 100%), temporary, Instructor, Art, spring 2018 semester at \$24,424.56 effective January 6, 2018.

Williams, Dr. Stephanie, full-time (up to 100%), temporary, Instructor, Middle & Secondary Education and Educational Leadership, spring 2018 semester at \$24,424.56 effective January 6, 2018.

Witowski, Dr. Lisa, part-time (up to 25%), temporary, Instructor, Counseling, School Psychology & Special Education, spring 2018 semester at \$7,068.65 effective January 6, 2018.

Zell, Ms. Elizabeth, part-time (up to 75%), temporary, Instructor, Chemistry, spring 2018 semester at \$18,318.42 effective January 6, 2018.

**RESIGNATION/SEPARATIONS**

Adams, Miss Jacklyn A., Nurse Aide, Office for Students with Disabilities, effective with the close of business January 23, 2018.

Formato, Miss Caitlin A., Head Coach, Woman's Lacrosse, Athletics, effective with the close of business January 19, 2018.

Fry, Ms. Karen L., Special Transportation Vehicle Operator, Office for Students with Disabilities, effective with the close of business October 27, 2017.

McQuiston, Mrs. Megan L., Admissions/Financial Aid Coordinator, Undergraduate Admissions, effective with the close of business October 19, 2017.

**CONTRACT RESCIND/FURLOUGHS/TERMINATION/POSITION ABOLISHMENT**

Cannata, Mr. Michael, part-time (up to 25%), temporary, Instructor, Counseling, School Psychology, and Special Education, spring 2018 semester effective with the close of business January 5, 2018.

Lorenzo, Ms. Sheila, part-time (up to 25%), temporary, Instructor, Counseling, School Psychology, and Special Education, 2017-2018 academic year, effective with the close of business August 18, 2017.

McGovern, Ms. Courtney, part-time (up to 8.33%), temporary, Instructor, Nursing, spring 2018 semester effective with close of business January 5, 2018.

**RETIREMENTS**

Bucell, Dr. Michael, Professor - Director of Counseling and Psychological Services within the Ghering Health and Wellness Center, effective with the close of business March 30, 2018.

Dilmore, Dr. Donald H. Jr., Associate Vice President, University Libraries, effective with the close of business October 31, 2017.

Gray, Mr. Barry J., Librarian - Assistant Professor, Baron-Forness Library, effective with the close of business January 5, 2018.

Ochs, Mr. Wayne T., Controller, Accounting, effective with the close of business August 31, 2018.

**Edinboro University Council of Trustees  
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Troutman, Ms. Christine L., Librarian - Assistant Professor, Baron-Forness Library, effective with the close of business January 5, 2018.

Watson, Mrs. Kerri L., Assistant to the Dean, College of Arts, Humanities and Social Sciences, effective with the close of business December 22, 2017.

Zalik, Mr. Joseph, Jr., Senior Network Engineer, Information Technology Services, effective with the close of business January 19, 2018.

**COACHING CONTRACTS/RENEWALS/CHANGE IN STATUS**

Bradford, Mr. Wayne A., extension of appointment, interim, regular, full-time, Head Football Coach, extended from December 28, 2017 to March 28, 2018.

Bradford, Mr. Wayne A., regular, full-time, Head Football Coach, at \$89,500.00 effective March 29, 2018 through March 1, 2020.

Flynn, Mr. Timothy J., regular, full-time, Head Wrestling coach, annual salary increase of \$3,000.00 to \$133,880.00 effective December 23, 2017.

Kagiavas, Mr. Gary, regular, full-time, Head Soccer Coach, contract extended through February 28, 2021.

Limbach, Mr. Christopher M., regular, full-time, Assistant Football Coach, at \$51,944.00 effective December 16, 2017 through February 28, 2019.

Neely, Mr. Colin J., regular, full-time, Assistant Football Coach, at \$49,894.00 effective December 16, 2017 through February 28, 2019.

Sallie, Ms. Jamie, regular, full-time, Assistant Women's Soccer Coach, contract extended through February 29, 2020.

Soboleski, Ms. Melissa M., regular, full-time, Head Women's Volleyball Coach, contract extended through February 28, 2021.

Wirth, Ms. Jennifer, interim, 34.6% FTE, Head Women's Lacrosse Coach, at \$13,840.00 effective January 20, 2018 through May 25, 2018.

**APPOINTMENTS / RENEWALS / RE-APPOINTMENTS**

McMullen, Mr. Anthony J., Acting Director of University Library Services, at \$3,978.51 bi-weekly for the duration of appointment, effective October 28, 2017 through June 29, 2018.

**SICK LEAVE**

Aylsworth, Mrs. Brenda J., Family and Medical Leave Act (FMLA), beginning December 11, 2017 through January 19, 2018.

Baumgartner, Mr. Bruce, Family and Medical Leave Act (FMLA), beginning November 21, 2017 through February 24, 2018.

Belfiore, Ms. Jacqueline L., Family and Medical Leave Act (FMLA), beginning September 20, 2017 through November 1, 2017.

Best, Dr. Linda M., Family and Medical Leave Act (FMLA), beginning January 22, 2018 through May 11, 2018.

Brumagin, Mr. Ross H., Family and Medical Leave Act (FMLA), beginning December 14, 2017 to January 19, 2018.

Dell, Ms. Cassandra, Family and Medical Leave Act (FMLA), beginning November 1, 2017 through November 17, 2017.

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Duda, Ms. Allison M., Family and Medical Leave Act (FMLA), beginning approximately March 14, 2018 through June 12, 2018.

Esser, Mrs. Bobbie J., Family and Medical Leave Act (FMLA), beginning December 5, 2017 through March 23, 2018.

Friel, Mr. Stephen S., Family and Medical Leave Act (FMLA), beginning December 14, 2017 through January 26, 2018.

Hall, Ms. Deborah A., Family and Medical Leave Act (FMLA), intermittent beginning October 25, 2017 through October 25, 2018.

Jay, Mr. Todd V., Family and Medical Leave Act (FMLA), beginning October 24, 2017 through January 15, 2018.

Knight, Mrs. Kitty L., Family and Medical Leave Act (FMLA), corrected, intermittent beginning January 3, 2017 now through December 28, 2017.

Olson, Mrs. Tammy S., Family and Medical Leave Act (FMLA), beginning December 14, 2017 through January 11, 2018.

Pistory, Ms. Renee L., Family and Medical Leave Act (FMLA), revised, intermittent beginning November 7, 2017 through November 7, 2018.

Puhlman, Dr. Jane E., Family and Medical Leave Act (FMLA), beginning January 22, 2018 through March 9, 2018.

Reyes-Pabon, Mrs. Cynthia M., Family and Medical Leave Act (FMLA), beginning December 18, 2017 through February 5, 2018.

Terry, Mr. Charles W., Family and Medical Leave Act (FMLA), beginning November 28, 2017 through December 30, 2017.

Wieczorek, Ms. Maria A., Family and Medical Leave Act (FMLA), revised, beginning April 1, 2017 through March 31, 2018.

Wieczorek, Ms. Maria A., Family and Medical Leave Act (FMLA), beginning January 2, 2018 through January 8, 2018.

**CHANGE IN STATUS**

Cassella, Ms. Kelly, change from regular, full-time, Design Manager to temporary, hourly, Design Manager, at \$30.00 per hour for hours worked effective December 30, 2017 through March 30, 2018.

Graham, Mr. Robert, from temporary to regular, full-time, Custodial Worker 1, Facilities, at \$25,878.00 effective November 25, 2017.

Manjarrez, Ms. Denise, from Manager of Campus Life and Student Development, Management Level 170 to Coordinator of Campus Life and Student Development, State University Administrator 3, at \$55,961.00 effective January 20, 2018.

**PROMOTION - NON-FACULTY**

Allen, Mr. Scott D., from Assistant Director to Associate Director of Student Financial Aid, at \$58,826.00 effective September 30, 2017.

Dillen, Ms. Dawn R., from Administrative Assistant to Assistant to the Dean of the College of Arts, Humanities, and Social Sciences, Management Level 170, at \$46,292.10 effective December 23, 2017.

Hudacky, Mr. Richard F., from Custodial Worker 1 to Semi Skilled Laborer, Facilities, at \$30,318.00 effective November 11, 2017.

Lilly, Mr. Mark A., from Network Administrator, Level 180 to Senior Network Engineer, Level 190, at \$70,424.85 effective January 20, 2018.



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Mallory, Ms. Jennifer L., from Clerk Typist 2 to Management Technician, Residence Life and Housing, at \$37,066.00 effective September 2, 2017.

Watson, Ms. Kerri L., from Management Level 170 to Management Level 180, Assistant to the Dean, College of Arts, Humanities and Social Sciences, effective October 14, 2017.

**OFFICE FOR STUDENTS WITH DISABILITIES  
Involuntary Leave Without Pay With Benefits (LWOP)**

NAME	POSITION	<u>WINTER BREAK</u>		<u>SPRING BREAK</u>		<u>SUMMER BREAK</u>	
		START LWOP	END LWOP	START LWOP	END LWOP	START LWOP	END LWOP
Adams, Jacklyn	Nurse Aide	12/14/2017	01/19/2018	03/08/2018	03/18/2018	05/10/2018	08/17/2018
Bayletts, Angelique	Nurse Aide	12/15/2017	01/19/2018	03/09/2018	03/18/2018	05/11/2018	08/17/2018
Borczon, Mark	Nurse Aide	12/15/2017	01/19/2018	03/09/2018	03/20/2018	05/11/2018	08/17/2018
Carney, Meaghan	Nurse Aide	12/09/2017	01/19/2018	03/03/2018	03/23/2018	05/05/2018	08/17/2018
Devine, Cindy	Nurse Aide	12/14/2017	01/19/2018	03/08/2018	03/18/2018	05/10/2018	08/17/2018
Dinges, Kimberly	Nurse Aide	12/14/2017	01/19/2018	03/08/2018	03/20/2018	05/10/2018	08/17/2018
Ferritto, Shelly	Nurse Aide	12/12/2017	01/19/2018	03/06/2018	03/18/2018	05/08/2018	08/17/2018
Fetzner-Jensen, Mary	Registered Nurse	12/22/2017	01/08/2018	03/09/2018	03/19/2018	05/18/2018	08/13/2018
Gilbert, LaShawn	Licensed Practical Nurse	12/13/2017	01/19/2018	03/07/2018	03/19/2018	05/09/2018	08/17/2018
Gregor, Michael	STV Operator	12/15/2017	01/16/2018	03/09/2018	03/19/2018	05/11/2018	08/20/2018
Haggerty, Michelle	Licensed Practical Nurse	12/14/2017	01/19/2018	03/08/2018	03/18/2018	05/10/2018	08/17/2018
Harris, Corey	STV Operator	12/15/2017	01/16/2018	03/09/2018	03/19/2018	05/11/2018	08/20/2018
Hayes, Scott	Licensed Practical Nurse	12/14/2017	01/19/2018	03/08/2018	03/18/2018	05/10/2018	08/17/2018
Hirt, Julie	Nurse Aide	12/14/2017	01/19/2018	03/08/2018	03/19/2018	05/10/2018	08/17/2018
Jones, Alisha	Nurse Aide	12/14/2017	01/19/2018	03/08/2018	03/19/2018	05/10/2018	08/17/2018
Little, Rebekah	Nurse Aide	12/14/2017	01/19/2018	03/08/2018	03/18/2018	05/10/2018	08/17/2018
McCarthy, Brian	Nurse Aide	12/15/2017	01/19/2018	03/09/2018	03/19/2018	05/11/2018	08/17/2018
McIntosh, Nicola	Nurse Aide	12/15/2017	01/19/2018	03/09/2018	03/21/2018	05/11/2018	08/17/2018
Medilovic, Sejad	STV Operator	12/15/2017	01/16/2018	03/09/2018	03/19/2018	05/11/2018	08/20/2018
Ochs, Wendy	Nurse Aide	12/15/2017	01/19/2018	03/09/2018	03/19/2018	05/11/2018	08/17/2018
Pasky, David	Nurse Aide	12/15/2017	01/19/2018	03/09/2018	03/19/2018	05/11/2018	08/17/2018
Price, Lorraine	STV Coordinator	12/15/2017	01/16/2018	03/09/2018	03/19/2018	05/11/2018	08/20/2018
Roberts, Debora	Nurse Aide	12/15/2017	01/19/2018	03/09/2018	03/19/2018	05/11/2018	08/17/2018
Royer, Barbara	STV Operator	12/15/2017	01/16/2018	03/09/2018	03/19/2018	05/11/2018	08/20/2018
Swanson, Roger	STV Operator	12/15/2017	01/16/2018	03/09/2018	03/19/2018	05/11/2018	08/20/2018
Timko, Carl	STV Operator	12/15/2017	01/16/2018	03/09/2018	03/19/2018	05/11/2018	08/20/2018
Wisniewski, Virginia	Nurse Aide	12/15/2017	01/19/2018	03/09/2018	03/19/2018	05/11/2018	08/17/2018
Yonkin, Jessica	Nurse Aide	12/15/2017	01/19/2018	03/09/2018	03/19/2018	05/11/2018	08/17/2018

**GHERING HEALTH AND WELLNESS  
Involuntary Leave Without Pay With Benefits (LWOP)**

NAME	POSITION	<u>WINTER BREAK</u>		<u>SPRING BREAK</u>		<u>SUMMER BREAK</u>	
		START LWOP	END LWOP	START LWOP	END LWOP	START LWOP	END LWOP
Dado, Joye	Registered Nurse Practitioner	12/16/2017	01/17/2018	03/09/2018	03/19/2018	05/12/2018	08/21/2018
Krizmanich, Deborah	Registered Nurse	12/21/2017	01/17/2018	03/09/2018	03/19/2018	05/12/2018	08/21/2018
Odell, Danielle	Registered Nurse	12/15/2017	01/17/2018	03/09/2018	03/19/2018	05/12/2018	08/21/2018

**Edinboro University Council of Trustees  
Personnel transactions since September 22, 2017**

**EMERITUS**

Dr.	Charles	Cross	Middle/Secondary Education, Educational Leadership
Dr.	Susan	Hegel	Speech, Language & Hearing (Communication Sciences & Disorders)
Dr.	Elizabeth	Iglesias	Academic Success Center - Faculty
Dr.	Jean	Jones	Communication Studies
Dr.	Henry	Lawrence	Geosciences
Dr.	Cynthia	Legin-Bucell	Psychology
Dr.	Charlotte	Molrine	Speech, Language & Hearing (Communication Sciences & Disorders)
Dr.	Donald	Sheehy	English & Philosophy
Mr.	Shaun	Taylor	Music & Theatre
Dr.	Michael	Vetere	Middle/Secondary Education, Educational Leadership
Dr.	David	Warner	Art
Dr.	Cathleen	Wierzbowski	Nursing
Dr.	Cynthia	Rebar	Biology & Health Services

Name	Last Name	Gift Date	Fund Split Amount	Gift Reference	Fund ID	Fund Description	Campaign Description
Bruce R. Baumgartner	Baumgartner	1/25/2018	\$411.51	473 holiday cards and postage to the Athletic Department	UNIV770175	Fixed Assets - Other-UNIV770175	2018 Athletic Campaign
Kathy L. Belosh	Belosh	10/31/2017	\$15.00	four paperback books and 11 hardback books to the Baron-Forness Library	UNIV770179	Fixed Assets - Library Materials	2018 Annual Fund Restricted Campaign
Chick-Fil-A	Chick-Fil-A	11/15/2017	\$35.00	gift cards to the Phonathon	UNIV3533224006	Edinboro University Phonathon	2018 Annual Fund Restricted Campaign
Dennis Clark	Clark	10/31/2017	\$4,855.00	various pottery (see media file for details) to the Art Department	UNIV770175	Fixed Assets - Other-UNIV770175	2018 Annual Fund Restricted Campaign
Dennis Clark	Clark	1/25/2018	\$4,100.00	various pottery (see media file for details) to the Art Department	UNIV770175	Fixed Assets - Other-UNIV770175	2018 Annual Fund Restricted Campaign
Charles W. Cross	Cross	10/31/2017	\$127.00	33 paperback books and 94 hardback books to the Baron-Forness Library	UNIV770179	Fixed Assets - Library Materials	2018 Annual Fund Restricted Campaign
Donald H. Dilmore	Dilmore	10/31/2017	\$15.00	six paperback books and nine hardback books to the Baron-Forness Library	UNIV770179	Fixed Assets - Library Materials	2018 Annual Fund Restricted Campaign
Edinboro University Campus Bookstore	Edinboro Uni	10/31/2017	\$749.40	50 sweatshirts to the Football Players of the 70's Reunion during Homecoming 2017	UNIV770175	Fixed Assets - Other-UNIV770175	2018 Athletic Campaign
Edinboro University Campus Bookstore	Edinboro Uni	11/15/2017	\$150.00	items from the Bookstore to the Phonathon	UNIV3533224006	Edinboro University Phonathon	2018 Annual Fund Restricted Campaign
Erie Brewing Company	Erie Brewing	10/31/2017	\$120.00	beverages to the Football Players of the 70's Reunion during Homecoming 2017	UNIV770175	Fixed Assets - Other-UNIV770175	2018 Athletic Campaign
Ashley Ghere	Ghere	1/25/2018	\$76.00	55 paperback books, nine hardback books, and five DVDs to the Baron-Forness Library	UNIV770179	Fixed Assets - Library Materials	2018 Annual Fund Restricted Campaign
Marilyn K. Goellner	Goellner	10/31/2017	\$30.93	snacks to the Edinboro University Phonathon	UNIV3533224006	Edinboro University Phonathon	2018 Annual Fund Restricted Campaign
Marilyn K. Goellner	Goellner	1/25/2018	\$90.00	three CLEP study books to the Student Success Center	UNIV770175	Fixed Assets - Other-UNIV770175	2018 Annual Fund Restricted Campaign
Jessica M. Gray	Gray	11/15/2017	\$25.00	pizzas to the Phonathon	UNIV3533224006	Edinboro University Phonathon	2018 Annual Fund Restricted Campaign
Jessica M. Gray	Gray	11/30/2017	\$20.00	food and beverages for the Phonathon	UNIV3533224006	Edinboro University Phonathon	2018 Annual Fund Restricted Campaign
Jessica M. Gray	Gray	1/25/2018	\$20.00	food and snacks for students staying on campus over break	UNIV770175	Fixed Assets - Other-UNIV770175	2018 Annual Fund Restricted Campaign
Paul Hakel	Hakel	1/25/2018	\$200.00	two tickets to Miami (OH) ND Football Game to the 2017 Sports Memorabilia Auction	UNIV770175	Fixed Assets - Other-UNIV770175	2018 Athletic Campaign
Anne Jedlicka	Jedlicka	11/30/2017	\$18.00	eight paperback books and 10 hardback books to the Baron-Forness Library	UNIV770179	Fixed Assets - Library Materials	2018 Annual Fund Restricted Campaign
Roger L. Knepshild	Knepshild	11/30/2017	\$39.00	17 paperback books and 22 hardback books to the Baron-Forness Library	UNIV770179	Fixed Assets - Library Materials	2018 Annual Fund Restricted Campaign
Jennifer J. Norton	Norton	11/15/2017	\$29.65	pizzas and snacks to the Phonathon	UNIV3533224006	Edinboro University Phonathon	2018 Annual Fund Restricted Campaign
Jennifer J. Norton	Norton	11/30/2017	\$25.00	miscellaneous cards for use by the Advancement Office	UNIV770175	Fixed Assets - Other-UNIV770175	2018 Annual Fund Restricted Campaign
Piper Press Printing & Copy Center	Piper Press P	10/31/2017	\$236.80	the Hall of Fame program for the Athletic Department during Homecoming 2017	UNIV770175	Fixed Assets - Other-UNIV770175	2018 Athletic Campaign
Pizza Hut	Pizza Hut	11/15/2017	\$30.00	pizzas to the Phonathon	UNIV3533224006	Edinboro University Phonathon	2018 Annual Fund Restricted Campaign
Jon J. Pulice	Pulice	1/25/2018	\$4.99	20 holiday cards to the Advancement Office	UNIV770175	Fixed Assets - Other-UNIV770175	2018 Annual Fund Restricted Campaign
Calvin C. Robinson	Robinson	10/31/2017	\$150.00	framed prints of past Homecoming parades to the Alumni Office	UNIV770175	Fixed Assets - Other-UNIV770175	2018 Annual Fund Restricted Campaign
Clay B. Skelton	Skelton	10/31/2017	\$100.00	30 pumpkins to the Alumni Reunion during Homecoming 2017	UNIV770175	Fixed Assets - Other-UNIV770175	2018 Annual Fund Restricted Campaign
Richard B. Stanzione	Stanzione	11/15/2017	\$349.65	seven books entitled "Vietnam War 50th Commemoration - A Time to Honor" to the Alumni Office	UNIV770175	Fixed Assets - Other-UNIV770175	2018 Annual Fund Restricted Campaign
Subway Restaurant	Subway Rest	11/15/2017	\$50.00	two trays of subs to the Phonathon	UNIV3533224006	Edinboro University Phonathon	2018 Annual Fund Restricted Campaign
Brenda J. Tucci	Tucci	11/15/2017	\$20.00	candy to the Phonathon	UNIV3533224006	Edinboro University Phonathon	2018 Annual Fund Restricted Campaign
UTZ Quality Foods, Inc.	UTZ Quality F	10/31/2017	\$1,050.00	single serve snacks to Doucette Hall, the Alumni Beer Garden, and the 70's Reunion for Homecoming 2017	UNIV770175	Fixed Assets - Other-UNIV770175	2018 Athletic Campaign
UTZ Quality Foods, Inc.	UTZ Quality F	1/25/2018	\$280.00	14 cases of miscellaneous snacks to the PSAC Hospitality Room for Athletics	UNIV770175	Fixed Assets - Other-UNIV770175	2018 Athletic Campaign
Andrea Wyman	Wyman	11/30/2017	\$1.00	one Rosetta Stone CD for the Baron-Forness Library	UNIV770179	Fixed Assets - Library Materials	2018 Annual Fund Restricted Campaign
Andrea Wyman	Wyman	1/25/2018	\$1.00	one paperback book to the Baron-Forness Library	UNIV770179	Fixed Assets - Library Materials	2018 Annual Fund Restricted Campaign

**MINUTES**  
**Edinboro University of Pennsylvania Council of Trustees**  
**Edinboro University Quarterly Business Meeting**  
**Thursday, October 12, 2017 –DRAFT FOR REVIEW AND VOTE**

The Quarterly Business Meeting of the Council of Trustees of Edinboro University was held on Thursday, October 12, 2017 at Edinboro University in Pogue Seminar Room 143. This meeting was called to order at 2:30 p.m. by Mr. Dennis Frampton, Chair of the Edinboro University Council of Trustees.

**Recording of Attendance**

Trustees present: Trustee Anderton, Trustee Higham, Trustee Kennedy, Trustee Lowther, Trustee Pape, Trustee Pirrello (by phone) Trustee Shields, Trustee Wachter, and Chair Frampton. We have a quorum.

The following members of the Edinboro University (EU) Administration were in attendance:

Dr. Michael Hannan (Mike), Provost and Vice President for Academic Affairs  
Mr. Guilbert (Gil) Brown, Vice President for Finance and Administration  
Ms. Marilyn Goellner, Assistant Vice President for Advancement  
Dr. William (Bill) Edmonds, Vice President for Enrollment Management  
Ms. Angela Burrows, Assistant Vice President for Marketing and Communications

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

Mr. Wayne Patterson, Director of Human Resources & Faculty Relations  
Ms. Sherri Galvin, Executive Assistant to the Vice President for Finance and Administration,  
Dr. Denise Ohler, Interim Dean, College of Science and Health Professions  
Ms. Theresa Villella, Budget Director  
Mr. Eric Sheppard, Associate Vice President of Financial Operations, Finance and Administration  
Dr. Erinn Lake, Interim Dean, School of Education and Executive Director, Graduate Studies  
Mr. Matt Cettin, Director, Institutional Research  
Ms. Carol Webster, Executive Assistant to President Walker

At the start of quarterly business meeting, Chair Frampton announced that the proceedings of the Edinboro University Council of Trustees are recorded, therefore, public disclosure to those in attendance via verbal announcement and written public notice avoids any violation of the Pennsylvania Wire Tapping Act.

Chair Frampton moved to the first order of business – Public Comment. The chair invited comments 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 July 25, 2017 (**Attachment #1**) . There were no questions and/or corrections to the minutes as presented, therefore, it was voted on to approve the minutes as presented.

**Roll Call-Minutes of Quarterly Business Meeting held on July 27, 2017**

**It was voted,** on motion of Trustee Kennedy, seconded by Trustee Wachter to accept the Edinboro University Council of Trustees Minutes as presented from the Quarterly Business held on July 25, 2017.

<b>Trustee</b>	<b>Aye</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>
Trustee Chaffee			X	
Chair Frampton	X			
Trustee Higham	X			
Trustee Kennedy	X			
Trustee Lowther	X			
Trustee Pape	X			
Trustee Pirrello (via phone)	X			
Trustee Shields	X			
Trustee Wachter	X			
Trustee Anderton	X			

**The motion was carried with unanimous approval.**

Moving forward to the next item of business, President Walker in agreement with the Honorary Degree Committee asked the Council for consideration to award Mr. Xavier Williams with an Honorary Degree from Edinboro University. President Walker and the Honorary Degree Committee state that Mr. Williams had met all of the criteria for an honorary doctorate from Edinboro University.

**It was then voted,** on motion of Trustee Higham seconded by Trustee Anderton to accept President Walker’s and the Honorary Degree Committee’s recommendation to approve Mr. Xavier Williams for an honorary degree.

**Roll Call vote-Honorary Degree Nominations**

<b>Trustee</b>	<b>Aye</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>
Trustee Chaffee			X	
Chair Frampton	X			
Trustee Higham	X			
Trustee Kennedy	X			
Trustee Lowther	X			
Trustee Pape	X			
Trustee Pirrello (via phone)	X			
Trustee Shields	X			
Trustee Wachter	X			
Trustee Anderton	X			

It was noted by Trustee Wachter that it was nice to see Mr. William’s background in business, and him being a successful business graduate from Edinboro University, which is a good role model for the business department.

**The motion was carried with unanimous approval.**

**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 opened his report by providing an update on our Welcome Back Opening Address presentation from September. During the address the President shared "Our Path Forward" and discussed the six major items we are addressing to help our university become sustainable and healthy.

All indications are our path forward has been warmly endorsed by the campus community as a whole. There appears to be no structural opposition to our Path Forward and we have had very positive press on it in both the Erie market and in Pittsburgh.

That concludes the President's report.

Chair Frampton thanked President Walker for the report and inquired of Council members if they had any questions. Hearing none, the Chair requested Provost and Vice President of Academic Affairs and Student Affairs, Dr. Michael (Mike) Hannan to come forward for the delivery of the Academic Affairs and Student Affairs quarterly report.

**Academic Affairs and Student Affairs**

Provost Hannan highlighted informational items from both the Academic Affairs and Student Affairs report (**Attachment #2**) and presented one action item.

**Student Affairs:**

- Student Health Services, in collaboration with the Edinboro University Nursing Department and our Master of Science in Nursing Family Nurse Practitioner Program, will serve as a clinical and educational experience site for our nursing students.
- Ryan Stratton one of our football players was honored as a member of the 2017 Allstate AFCA Good Works Team, the first time an Edinboro player has been selected for this prestigious honor. He was selected as a result of his volunteer work and community service projects, including the 12th Man Program. Ryan has spearheaded and developed this program which hosts disadvantaged students in football games and other special events. This is just one example of one of our exceptional student athletes we have here at Edinboro University.
- Our athletic teams are again doing multiple service projects in the community and the women's soccer team got things started, helping to paint the JFK Center in Erie on September 10. There will be many other community service activities during the course of the year.

- The report also highlights multiple examples of professional development among student affairs staff and is quite an impressive array of such activity.

#### **Academic Affairs:**

- Edinboro is hosting the Northwest PA Session of the Governors Middle Class Task Force in the Pogue Center on November 3, 2017. This task force is gathering input from various regions within the state on issues facing the middle class citizens in the Commonwealth. In addition to the task force gathering input, they will be asked to develop policy recommendations for the next Commonwealth budget. Monica Clem from our Career Development Office will be on the panel along with student representation. Edinboro is pleased to have been chosen to host the session here on campus.
- Affordable Colleges named Edinboro University's **Master of Social Work** program No. 20 among the Top 40 Affordable Online Master's Degrees in Social Work. Affordable Colleges also awarded Edinboro University's **Master of Education in Reading** No. 30 of the Top 50 Affordable Online Master's Degrees in Reading Education in the U.S.
- This past year faculty have taken the initiative in developing our reading program. This has resulted in increased enrollment from 50 to 98 students for this past fall.
- Robin Howell, professor in the Early Childhood and Reading Department, received a grant of more than \$200,000 for the Pre-K Counts Expansion program from the Pennsylvania Department of Education. This will enable our students in the Early Childhood programs to work directly with Pre-K children in Butterfield Hall.
- The Career Development and Experiential Learning Office will host a campus-wide Career and Internship Fair on October 16, in the Frank G. Pogue Student Center. The Career Development office is also collaborating with INROADS to offer internship opportunities at Fortune 500 companies across the United States for under-represented minority Edinboro University students. This is another great initiative coming out of the Career Development and Experiential Learning Office.
- Multiple study abroad trips are planned for 2018. Scheduled presently are Dominican Republic, Italy, London, South Africa Japan, Germany, Switzerland, and Scotland. This is one of our biggest years in study abroad travel. We would like to thank the office of advancement for raising funds to support students wishing to participate in such travel experiences. Because of their donations students who may not necessarily be able to take advantage of these opportunities can do so. Additionally, we have had growing numbers of matriculating students the past couple of years in this program.
- Academic Affairs hosted a very engaging panel on September 25, standing room only and a lot of positive press coverage. Professor Michelle Vitali (Art Department), Dr. Lenore Barbian (Criminal Justice, Anthropology, and Forensic Studies Department), Professor Umeme Sababu (History, Politics, Languages and Cultures Department) and

Professor Lewis Brownlee (Middle and Secondary Education and Educational Leadership Department), participated in a panel discussion titled “What to do with a man on horseback: After Charlottesville” on September 25 in Compton Hall. The topic of discussion was “Do we keep monuments in place and use them as teaching tools, move them to museums or other locations, or destroy them completely?” Dr. Jerra Jenrette, professor in the History, Politics, Languages and Cultures Department, served as moderator for the event, which attracted approximately 150 participants.

Provost Hannan then requested the Council to **approve the Master’s of Business Administration** to move forward to the Board of Governors of the State System of Higher Education for final approval.

**It was voted**, on motion of Trustee Higham, seconded Trustee Shields to accept the Masters in Business Administration (MBA) and to it forward to the Board of Governors of the State Systems of Higher Education.

**Roll-Call vote on Approval of the Masters of Business Administration**

Trustee	Aye	No	Absent	Abstain
Trustee Chaffee			X	
Chair Frampton	X			
Trustee Higham	X			
Trustee Kennedy	X			
Trustee Lowther	X			
Trustee Pape	X			
Trustee Pirrello (via phone)	X			
Trustee Shields	X			
Trustee Wachter	X			
Trustee Anderton	X			

**The motion was carried with unanimous approval.**

Chair Frampton thanked Provost Hannan for the report and inquired of Council members if they had any questions. Hearing none, the Chair requested Vice President for Finance and Administration, Mr. Guilbert (Gil) Brown to come forward for the delivery of the Finance and Administration quarterly report.

**Finance and Administration**

Vice President Brown shared highlights from the Quarterly F&A report (**Attachment #3**), then submitted three resolutions and one action item. All materials had been submitted to Council prior to this meeting.

- We have engaged The Bonadio Group to access the strategy and operations of Edinboro University’s Office of Students with Disabilities (OSD) and to determine a viable go-forward plan. We are hoping to have a financial scenario analysis and decision support



modeling EU OSD special services by the end of December. Edinboro University is the only university in the country to be offering an on-site attendant care program.

- Police Chief Angela Vincent and Gil Brown were selected to provide an opening presentation to the National Campus Safety Summit in Las Vegas in February 2018. Other presenters will include the Department of Homeland Security, Babson College, Northern Arizona University, Montana State University, University of Texas and Cal State-Fullerton.
- For the second consecutive year Edinboro University developed an EU sustainability poster for presentation to the National Association of College and University Business Officers (NACUBO). This poster can be found at [www.edinboro.edu/green](http://www.edinboro.edu/green).
- Accounting staff completed year-end and received “kudos” from CliftonLarsonAllen (CLA) auditors.
- In August 2017, EU Bursar Shari Gould initiated a calling campaign with the assistance of one other staff member. This campaign included reaching out to students who had a summer past due balance of over \$200 and had a fall schedule. As of August 18, there were 240 unpaid accounts with past due receivables totaling \$541,724; as of September 18, 2017, \$487,856 has been collected and only 20 schedules dropped for nonpayment. In conjunction with the Financial Aid office, this process will be repeated next summer.
- One last item.... Edinboro is having an outbreak of phishing attacks. These attacks are external people trying to get access to our computer system. Some of these attacks have been successful with EU faculty and facilities employees. We are providing mandatory IT security training for faculty and staff which will start this week. ITS has taken this action to ensure that future phishing attacks do not occur and are not successful.

Vice President Brown proceeded to put forward a vote on the following three Resolutions and one action item.

**Roll-Call Vote on Reprogramming of Capital Appropriation**

**It was voted**, on motion of Trustee Wachter, seconded by Trustee Anderton to accept the Resolution of the **Reprogramming of Capital Appropriation** as presented by Vice President Gil Brown.

<b>Trustee</b>	<b>Aye</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>
Trustee Chaffee			X	
Chair Frampton	X			
Trustee Higham	X			
Trustee Kennedy	X			
Trustee Lowther	X			
Trustee Pape	X			

Trustee Pirrello (via phone)	X			
Trustee Shields	X			
Trustee Wachter	X			
Trustee Anderton	X			

**The motion was carried with unanimous approval – (Attachment #4)**

**Roll-Call Vote on Approval of the Advance Capital Project: Baron-Forness Library Renovation**

**It was voted,** on motion of Trustee Anderton, seconded by Trustee Wachter to accept the Resolution of the **Advance Capital Project: Baron-Forness Library Renovation** as presented by Vice President Gil Brown.

Trustee	Aye	No	Absent	Abstain
Trustee Chaffee			X	
Chair Frampton	X			
Trustee Higham	X			
Trustee Kennedy	X			
Trustee Lowther	X			
Trustee Pape	X			
Trustee Pirrello (via phone)	X			
Trustee Shields	X			
Trustee Wachter	X			
Trustee Anderton	X			

**The motion was carried with unanimous approval – (Attachment #5)**

Then VP Brown proceeded to bring forward the next resolution.

**Roll-Call Vote on Approval of the Certification of Compliance with Board of Governors Policy 1985-04-A University External Financial Support**

**It was voted,** on motion of Trustee Kennedy seconded by Trustee Higham to accept the resolution of the **Certification of Compliance with Board of Governors Policy 1985-04-A-University External Financial Support** as presented by Vice President Gil Brown.

Trustee	Aye	No	Absent	Abstain
Trustee Chaffee			X	
Chair Frampton	X			
Trustee Higham	X			
Trustee Kennedy	X			
Trustee Lowther	X			
Trustee Pape	X			
Trustee Pirrello (via phone)	X			
Trustee Shields	X			
Trustee Wachter	X			

Trustee Anderton	X			
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\*\*It is to be noted that this Approval of the Certification of Compliance with Board of Governors Policy 1985-04-A University External Financial Support does not include the Student Government Association as that is pending receipt of further information.

**The motion was carried with unanimous approval – (Attachment #6)**

**Roll Call Vote - Contracts and Purchases for the periods July 2017 and August 2017**

The action item pertains to the Contracts and Purchases for July 2017 and August 2017 for which President Walker recommends approval of Contracts and Purchases as reviewed by the Council of Trustees. **It was voted**, on motion of Trustee Wachter seconded by Trustee Shields to approve the **Contracts and Purchases for the periods July 2017 and August 2017** as reviewed by Council of Trustees.

Trustee	Aye	No	Absent	Abstain
Trustee Chaffee			X	
Chair Frampton	X			
Trustee Higham	X			
Trustee Kennedy	X			
Trustee Lowther	X			
Trustee Pape	X			
Trustee Pirrello (via phone)	X			
Trustee Shields	X			
Trustee Wachter	X			
Trustee Anderton	X			

**The motion was carried with unanimous approval - (Attachment #7)**

Chair Frampton thanked Vice President Brown for the report and inquired of Council members if they had any questions. Hearing none, the Chair requested Assistant Vice President for Advancement, Ms. Marilyn Goellner to come forward for the delivery of the Office of Advancement quarterly report.

**University Office of Advancement**

Assistant Vice President Goellner provided informational updates from the University Office of Advancement report (**Attachment #8**).

AVP Goellner, opened up her report with a “Happy Homecoming” and shared her excitement about this coming weekend and all the festivities at hand. The rest of the highlights of Ms. Goellner’s report are as follows:

- Total fundraising for Edinboro University as of September 21, 2017 is \$527,408 as we continue to work toward our goal of \$3.5M.
- Major gift officers continue to travel meeting with donors and their prospected donors throughout the country.

- Currently we have a \$100,000 Match for gifts to both the Boro Fund and our Athletic Annual Fund. This match is through a generous bequest by a non-alumni to our unrestricted fund. We have already matched over half of that. It is a minimum gift of \$50 and it is working well with the Phonathon program as we encourage our alumni to increase their giving.
- An alumni calendar had been provided and shows some of the current events and some of the events moving forward. A couple of events to highlight are the San Diego Alumni Event (Presidential Tour) with the President later this month and in November we will host an event for our Erie and local alumni at the Pub & Pie in Harborcreek.
- Alumni engagement for homecoming has been great. Some events to mention are our Annual Golf Outing, Athletic Hall of Fame, Reunion, Athletes of the 50's, and our infamous Beer Garden Tent we are hosting over 500 alumni just for these events.

**Advancement Staff update:**

- The Director of Alumni Engagement position has been approved and the search process has begun.
- The Advancement staff is preparing for transition for campaign readiness. We have over 56, 000 data records out there now and other social media venues we are reviewing.
- Currently putting together a proposal for next year's budget to ask and hopefully secure six new positions in Advancement. This will provide adequate time to train the new additions in our office and get them up to speed/training for the capital campaign.

**Foundation update:**

- We continue to work collaboratively with the Foundation and I am happy to report their annual endowment reports financial activity for 2017 over 300 reports will be dispersed.
- In the last 12 months the Foundation reported their investments with a net return at 11.38% which is amazing.
- The Foundations ending market value at the end of July 2017 is \$27M.

**Alumni Association update:**

- Over the past couple of months the Alumni Association has been making improvements to the Alumni House, including installation of new doors, and painting of the shutters so they are ready for Homecoming.
- We continue to be in collaboration with the Alumni Association on many events.

Chair Frampton thanked AVP Goellner for the report and inquired of Council members if they had any questions. Hearing none, the Chair requested Vice President for enrollment Management, Dr. William (Bill) Edmonds to come forward for the delivery of the Enrollment Management quarterly report.

### **Enrollment Management**

Vice President Edmonds provided informational updates from Enrollment Management, a full report has been provided and is attached to these minutes (**Attachment #9**).

### **Admissions:**

- CRM Staff Training continues as we focus on input inquiry data, time management efficiencies and to minimize any inaccuracies during the transition from the Banner system to CRM.
- CRM Dashboard and Staff Training continues as the Assistant Directors have been trained on creating personal dashboard views in recruit which enable 1:1 recruitment efforts in a specific area.
- Together the Admissions team in collaboration with the Art Department, the Provost, Deans, and Department Chairs worked together to provide letters to students in a specific targeted area that they may be interested in. This will enhance information provided to students and will include pictures, and directional links based on the major of interest that the prospective student provides.
- Working with Shari Gould in the Bursar's Office we added a Cost Summary link to the dropdown under Costs & Financial Aid, which directs students to the summary page. From that summary page people can dig deeper for details on the costs within the Bursar's Office and it is user friendly.
- We are currently updating our current communications plan for fall 2018 to include a robust plan which embraces students throughout every stage of the recruitment process/funnel.
- Freshman applications have all now been moved to CRM Recruit; this will enable Admissions to work in one system for inquires and applications and will have a more effective communication tool to reach out to applications faster with more efficiency.

### **Financial Aid:**

- Edinboro University financial aid staff is in the community working with local high schools to assist local families with the FAFSA process.

- New this year - Edinboro will be hosting FAFSA workshops during both Open Houses in October and November 2017 to complete the forms accurately.

### **Marketing Initiatives:**

Vice President Edmonds opened this portion of his report stating that Marketing is now reporting to Ms. Angela Burrows, Vice President of Marketing and Communications. VP Edmonds wanted to share the accomplishments to-date in Marketing while under his direction.

Some of the Marketing highlights included:

- Homecoming brochure – working with VP Goellner in the alumni area
- Homecoming and Alumni postcard
- Welcome weekend, brochures, letters and flyers, and view books just to name a few
- Created a new visit user friendly webpage, with the assistance of the new web master who had been hired.

### **Veterans Success Center Initiatives**

- Edinboro held an Annual 5K Walk/Run for Warriors. This Walk/Run raised \$8,000 for the Wounded Warrior Project, Second Harvest Food Bank and WCJ Ranch. This was a \$1,000 increase over last year.

Chair Frampton thanked VP Edmonds for the report and inquired of Council members if they had any questions. Hearing none, the Chair requested Assistant Vice President for Marketing and Communication, Ms. Angela Burrows come forward for the delivery of the Marketing and Communications quarterly report which was an initial observations for Ms. Burrows first month at Edinboro University.

### **Marketing and Communications**

Assistant Vice President Burrows, who assumed her role on Sept. 11, provided some initial observations.

#### **Intro:**

- There is a sense of urgency for all of higher education - competition is intense; the demographics are working against us (fewer 18 to 24-year-olds in our region and much of the country); many private schools are increasing their discount rates, and many people are skeptical of higher education due to costs. But all that being said, Edinboro has much to offer and our focus over the coming months will be to hone the Edinboro story and share it in compelling ways that resonate with our constituents, especially prospective students and their families.

### **Role of Marketing and Communications**

- The role of Marketing and Communications is to tee it up for our two major clients, admissions and advancement, while at the same time meeting the needs of our other constituency groups, including alumni, parents, donors, friends, policymakers, guidance counselors, higher education leaders and others.

### **What we plan to do...**

- Refine our narrative and share it across communications platforms in compelling ways that resonate.
- Better articulate the value proposition of an Edinboro education, with an increased emphasis on the student experience, experiential learning and student outcomes.
- Strengthen the team, with the addition of a Marketing Director, who will focus on external marketing.
- Partner with an agency they will serve as a strategic partner to help us refine our message and develop a media strategy for digital advertising, print, outdoor and broadcast. We are currently reviewing proposals submitted in response to our RFP and are hoping to bring in three to five agencies soon so we can identify the best fit for us.
- Improve the website, which will include short-term and long-term revisions. We will start with short-term fixes as we anticipate a major revamp in the not-too-distant future. We'll be adapting language on our website to more effectively reach 17 and 18 year-olds, reducing our word count and adding more photos and videos.
- We will subscribe to COPE (create once, publish everywhere) tweaking the messaging we develop for prospective students so that they serve as points of pride of alumni, parents and others, including current students, faculty and staff.

We will be taking a multi-platform approach to Marketing and Communications, using a variety of vehicles to increase our visibility and assist with our positioning. These will include the following.

1. Using the Office of the President to assist with positioning efforts. In early November, President Walker will be meeting with Jack Stripling, a journalist who covers college and university presidents for the Chronicle of Higher Education. The interview will be an opportunity for President Walker to talk about "Our Path Forward," our 10-year plan to further enhance the student experience and strengthen student outcomes.
2. Website Enhancements
3. Social Media
4. Alumni magazine- we are planning a redesign and will take a more strategic focus to content

5. Advertising with an increasing emphasis on digital
6. E-communications
7. Print
8. Media relations – will deploy a proactive strategy to increase visibility and profile and mitigate damage caused by negative publicity

**In closing, Ms. Burrows stated that in moving forward we need to.....**

Claim who we are as a regional, comprehensive university. – We meet a critical need.

Ensure continued measurement of marketing and communications efforts and shift course as needed based on those measurements.

Remember that positioning takes a concerted effort by faculty, staff, students, alumni and others, so keeping our constituencies – including our internal audiences – informed will be important.

Seize every opportunity to share the EU story in impactful ways.

*I am excited to be here! That concludes my report.*

Chair Frampton thanked AVP Burrows for the report and inquired of Council members if they had any questions. Hearing none, the Chair requested Trustee Harold Shields come forward for the delivery of the PACT Executive Committee report.

**PACT Executive Committee Report**

The PACT Conference will be held on Tuesday, October 17, in the Dixon center in Harrisburg.

This conference once again proves to have an interesting agenda, with panel discussions and updates. Some of the agenda includes:

- A System Review update by Executive Vice Chancellor and Chief Academic Officer, Dr. Peter Garland and Associate Vice Chancellor for Administration and Finance, Ms. Lois Johnson. As a result of the System Review, the Board of Governors have started to make some changes which will be shared.
- First Amendment and Free Speech Review, by Chief Counsel, Mr. Andrew Lehman, University Legal Counsel, Mr. Joseph Miller, and University Legal Counsel, Mr. Hawkins. This session will focus on educating trustees on the First Amendment landscape at public institutions and will focus on “what is” and “what is not” free speech.
- Strategic Enrollment Management: A Roundtable Discussion, led by Executive Vice Chancellor and Chief Academic Officer, Dr. Peter Garland and Deputy Vice Chancellor, Academic and Student affairs, Dr. Kathleen Howley. In this roundtable discussion, which includes panelists from different universities they share their proven strategies to attract, retain, and graduate students. Ms. Monica Clem, Executive Director, Center for Career



Development and Experiential Learning from Edinboro University will be a member on this panel.

- State of the System, Interim Chancellor Karen Whitney and Board of Governors' Chair, Cynthia Shapira, will discuss current issues and answer questions from the Trustees. One item which will be discussed is searching and hiring new Presidents and what involvement the Trustees have in this process vs. the State System. Another topic will be on the Collective Bargaining Agreement (CBA) and what role the Trustees should have in terms of involvement/influencing the CBA.

This concludes my report I hope to see many of Edinboro University's Trustees there. Thank you.

Chair Frampton thanked Trustee Shields for his report. Hearing no questions of Trustee Shields, Chair Frampton asked for a Motion to Adjourn.

The meeting was being recorded and was duly noted.

With no further business, the Council of Trustees Quarterly Business Meeting at Edinboro University adjourned at 3:25pm.

**Informational Items:**

**An Executive Session of the EU Council of Trustees was held at 1:00pm on October 12, 2017 to discuss personnel items.**

Upcoming COT Scheduled Meetings:

- December 15, 2017 – Study Session and Inspection of Facilities
- February 13, 2018 – Study Session, Executive Session, and Quarterly Business Meeting
- May 10 and May 11, 2018 – Study Session, Executive Session and Quarterly Business Meeting

These meetings have respectfully submitted by Ms. Carol Webster, Executive Assistant to President Walker

EDINBORO UNIVERSITY  
*Council OF Trustees*

**PROPOSED DATES FOR CALENDAR YEAR 2018**

<b>February 13, 2018</b>	Study Session	8:00am - 12:00pm
	Executive Session (Lunch)	12:00pm - 2:00pm
	Quarterly Business Meeting	2:00pm - 3:00pm
	➤ Fees	

<b>May 10 &amp; May 11, 2018</b>	<b>(2 day meeting) Graduation Weekend</b>	
May 10	Study Session	8:00am - 3:00pm
	Dinner	TBD
May 11	Executive Session	12:00pm - 2:00pm
May 11	Quarterly Business Meeting	2:00pm - 3:00pm
	➤ Voting in of Officers if Needed	

**Above dates have already been approved by COT**

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**Proposed dates below (draft):**

<b>July 24, 2018</b>	COT Members Gather	8:00am - 8:30am
	Inspection of Facilities	8:30am - 10:00am
	Study Session	10:00am - 12:00pm
	Executive Session (Lunch)	12:00pm - 1:00pm
	Quarterly Business Meeting	2:00pm - 3:00pm

<b>September 27, 2018</b>	Study Session	8:00am - 1:00pm
<b>Homecoming Weekend</b>	Executive Session (Lunch)	1:00pm - 2:30pm
	Quarterly Business Meeting	2:30pm - 3:30pm

<b>December 14, 2018</b>	Study Session (lunch included)	10:00am - 3:00pm
<b>Graduation Weekend</b>		

**All meetings are held in Crawford Center Conference Room unless specified.**



# **Contracts & Purchases**

**December 2017**

**Council of Trustees Meeting  
February 13, 2018**

**COUNCIL OF TRUSTEES**  
**EDINBORO UNIVERSITY - REPORT OF CONTRACTS FROM 12/01/17 TO 12/31/17**

<b>Contractor's Name</b>	<b>Cost Center Name</b>	<b>Description</b>	<b>Funding Source</b>	<b>Expense Category</b>	<b>Amount</b>
Leader Graphics	Van Houten Furnishings	Install EU Graphics/ Logos in Van Houten	Unrestricted Auxiliary Projects	Graphics Services - Contracted	\$ 6,870.00
Future Post Inc	Faculty Senate FY18: Heather Kenny	Sound/Audio Production for "Sounds All Around"	Self-Supported Funds	Technical Consultants	2,475.00
Leader Graphics	University Advancement	Alumni Selfie Station Photo-Text Wall Graphic	General Funds	Graphics Services - Contracted	835.00
Keystone Fitness Equipment Repair	Athletic Scholarship Administration	Preventative Maintenance to McComb Fitness Equipment	Scholarship Funds	Contracted Repairs	1,920.00
Environmental and Safety Training	Fire and Safety	Indoor Testing of Asbestos/Lead/Other Hazardous Material	General Funds	Hazardous Waste Removal	18,000.00
Grise Audio Visual Center	University Commencement	Commencement Audio Visual	General Funds	Specialized Services	6,070.00
McCarl's Services Inc	Van Houten Furnishings	Remove/Install Compressor at Van Houten	Unrestricted Auxiliary Projects	Contracted Repairs	8,995.00
Freedom Sign Co	Fire and Safety	Furnish/Install EU Decals on Vehicles	General Funds	Motorized Equip Supplies	862.40
Development Cubed Inc	University Commencement	Commencement Video	General Funds	Technical Consultants	4,921.50

**COUNCIL OF TRUSTEES  
EDINBORO UNIVERSITY - REPORT OF CONTRACTS FROM 12/01/17 TO 12/31/17**

<b>Contractor's Name</b>	<b>Cost Center Name</b>	<b>Description</b>	<b>Funding Source</b>	<b>Expense Category</b>	<b>Amount</b>
Life Technologies Corp	Biology/Health Services	ION Service Agreement	General Funds	Contracted Repairs	9,173.11
Sport Floors Inc	Shops/Plant	Clean/Screen/Recoat McComb Fieldhouse Gym Floor	General Funds	Contracted Maint - Bldgs & Grounds	9,502.00
Bridget Allen	Art Department	Modeling Services	General Funds	Specialized Services	500.00
				<b>TOTAL</b>	<b>\$ 70,124.01</b>

**COUNCIL OF TRUSTEES**  
**EDINBORO UNIVERSITY-REPORT OF PURCHASE ORDERS OVER \$10,000 FROM 12/01/17 TO 12/31/17**

<b>VENDOR-NAME</b>	<b>VENDOR-ADDRESS</b>	<b>DESCRIPTION</b>	<b>PO NUMBER</b>	<b>PO AMOUNT</b>
EBSCO Industries Inc	PO Box 682 Ipswich MA 01938	Library Online Journals	4500549208	\$ 15,773.65
dotCMS Services LLC	3059 Grand Ave 300 Miami FL 33133	Information Technology Services University Website Content Management Support	4500549747	19,650.00
Verizon Business Services	PO Box 660794 Dallas TX 75266-0794	Information Technology Services Telecom Charges	4500549874	18,000.00
Mythics Inc	1439 N Great Neck Rd Ste 201 Virginia Beach VA 23454	Information Technology Services Annual Oracle Cloud Services	4500550139	12,000.00
PALCI Inc	PO Box 58906 Philadelphia PA 19102-8906	Library Three Year eBook & Magazine Archive Subscription	4500550403	13,770.00
Aerofin Div of Air and Liquid Systems	4621 Murray Pl Lynchburg VA 24502	Van Houten Dining Hall Steam Heat Coil	RO800191JM	15,852.50
			<b>TOTAL</b>	<b>\$ 95,046.15</b>



# **Contracts & Purchases**

**November 2017**

**Council of Trustees Meeting  
February 13, 2018**

**COUNCIL OF TRUSTEES  
EDINBORO UNIVERSITY - REPORT OF CONTRACTS FROM 11/01/17 TO 11/30/17**

<b>Contractor's Name</b>	<b>Cost Center Name</b>	<b>Description</b>	<b>Funding Source</b>	<b>Expense Category</b>	<b>Amount</b>
Arizon Co	Shops/Plant	Inspect Dome Air Structure	General Funds	Preventative Maintenance	\$ 1,300.00
Audio Visual Innovations Inc	Technology Fee Projects	Equipment/Installation of VALT Video Solution System	General Funds	Media Equipment (noncapital)	80,052.78
J L Nick Associates Inc	Staff Training and Development	Consulting Fees for Enrollment/Admissions	General Funds	Consulting Services	5,500.00
Psy's Creations LLC	EU Women's Philanthropy Council Leadership Fund	Present "The Power to Connect"	Other Restricted Funds	Speaker Fees	500.00
Exposure Control Technologies Inc	Deferred Maintenance Cooper Science	Laboratory Ventilation Risk Assessment in Cooper Hall	Other E & G Funds	Hazardous Waste Removal	18,920.00
Plan B LLC D/B/A Neon Entertainment	Alcohol/Drug Fees	Present "Zero Shades of Gray"	Self-Supported Funds	Speaker Fees	4,000.00
Nites Lites	University Commencement	Audio/Lighting Commencement Fall 2017/Spring 2018/Spring Honors 2018	General Funds	Specialized Services	920.00
Raven Rental	University Commencement	Commencement Services Fall 2017/Spring 2018/Summer 2018	General Funds	Rental/Operating Lease - Radio Equipment	3,275.00
Janice A Carello	Masters in Social Work Program	Speaker to Present "Becoming a Trauma Informed Faculty"	General Funds	Speaker Fees	900.00



**COUNCIL OF TRUSTEES  
EDINBORO UNIVERSITY - REPORT OF CONTRACTS FROM 11/01/17 TO 11/30/17**

<b>Contractor's Name</b>	<b>Cost Center Name</b>	<b>Description</b>	<b>Funding Source</b>	<b>Expense Category</b>	<b>Amount</b>
Laerdal Medical Co	Nursing	LLEAP Course/Training Session/LLEAP On-Site Upgrades	General Funds	Software Maintenance	4,220.00
John Leisering	Sports Information	Announcer for Men/ Women's Basketball 2017-2018 Home Games	General Funds	Game Support Personnel	780.00
Sharon L Santus	University Marketing	Freelance Editor for EU Marketing Dept	General Funds	Specialized Services	19,700.00
				<b>TOTAL</b>	<b>\$ 140,067.78</b>

**COUNCIL OF TRUSTEES**  
**EDINBORO UNIVERSITY-REPORT OF PURCHASE ORDERS OVER \$10,000 FROM 11/01/17 TO 11/30/17**

<b>VENDOR-NAME</b>	<b>VENDOR-ADDRESS</b>	<b>DESCRIPTION</b>	<b>PO NUMBER</b>	<b>PO AMOUNT</b>
Hobsons Inc	50 E Business Way Ste 300 Cincinnati OH 45241	Admissions Student Search Tool	4500547835 \$	19,400.00
Charles E Wellman Trucking	12071 Edinboro Rd Edinboro PA 16412	Facilities Loader Rental	4500548110	14,000.00
Bill McCandless Ford-Mercury Inc	8416 Sharon-Mercer Rd PO Box 191 Mercer PA 16137	Environmental Health and Safety 2017 S7E0 Ford Transit Connect XL Van	4500548228	22,908.00
CS Technologies Plus	2803 State Rt 257 Seneca PA 16346	Information Technology Systems Life Cycle Replacement of Classroom Instructor Computers	4500548241	18,690.00
Janitors Supply Inc	540 E Second St Erie PA 16512	McComb Fieldhouse Floor Scrubber	4500548253	11,743.00
Sit On It	6415 Katella Ave Ste 200 Cypress CA 90630	Hendricks Hall and R. Benjamin Wiley Arts & Sciences Center Replacement Chairs	4500548266	16,620.00
EMS Software Inc	6465 Greenwood Plaza Blvd Ste 600 Centennial CO 80111	Conference Services Annual Event Management Software Renewal	4500548294	18,976.17
Elsevier BV	PO Box 7247-8455 Philadelphia PA 19170-8455	Library Science Direct Online Subscription	4500548310	30,054.38
Elsevier BV	PO Box 7247-8455 Philadelphia PA 19170-8455	Library Electronic Resources	4500548323	22,000.00
Lyrasis	1438 W Peachtree St NW Ste 200 Atlanta GA 30309	Library Annual Subscription Renewal Electronic Resource	4500548341	65,414.20

**COUNCIL OF TRUSTEES**  
**EDINBORO UNIVERSITY-REPORT OF PURCHASE ORDERS OVER \$10,000 FROM 11/01/17 TO 11/30/17**

<b>VENDOR-NAME</b>	<b>VENDOR-ADDRESS</b>	<b>DESCRIPTION</b>	<b>PO NUMBER</b>	<b>PO AMOUNT</b>
Postmaster of Erie	2108 E 38th St Bulk Mail Acceptance Unit Erie PA 16515-9996	Facilities Postage	4500548388	25,000.00
WJET-TV	8455 Peach St Erie PA 16509	Marketing Annual Golden Apple Award	4500548395	40,000.00
Water Heater Distributors	3219 Liberty Ave Pittsburgh PA 15201	Highlands Phase 1 Hot Water Tanks	4500548560	37,160.00
American Chemical Society	PO Box 3337 Columbus OH 43210	Library Annual American Chemical Society Web Editions/ebooks	4500548880	20,029.00
Registry for College & University Presidents	3 Centennial Dr Peabody MA 01960	Finance & Administration Consultant Services for Interim Vice President	4500548908	31,279.74
Corbett Inc c/o Ed Furniture Solutions LLC	56 Buttonwood St Norristown PA 19401	Van Houten Dining Hall Furniture	4500548913	119,720.20
Knoll Inc c/o AJ Grack Bus Interiors	1235 Water St E Greenville PA 18041	Van Houten Dining Hall Furniture	4500548922	64,429.17
Lyrasis	1438 W Peachtree St NW Ste 200 Atlanta GA 30309	Library Annual Springer Nature Online Journal Subscription	4500548940	30,099.08
Keystone Electric Construction Co	3125 Brandes Ave Erie PA 16504	Facilities Emergency Substation Repair	RO800187JM	10,821.00
			<b>TOTAL</b>	<b>\$ 618,343.94</b>



# **Contracts & Purchases**

**October 2017**

**Council of Trustees Meeting  
February 13, 2018**

**COUNCIL OF TRUSTEES  
EDINBORO UNIVERSITY - REPORT OF CONTRACTS FROM 10/01/17 TO 10/31/17**

<b>Contractor's Name</b>	<b>Cost Center Name</b>	<b>Description</b>	<b>Funding Source</b>	<b>Expense Category</b>	<b>Amount</b>
R Frank Photography	University Marketing	Freelance Photography Services	General Funds	Specialized Services	\$ 19,700.00
Rabe Environmental Systems Inc	Loveland Hall Deferred Maintenance-Key93	Furnish & Install Exhaust Fan - Loveland Annex	Other E & G Funds	Contracted Maint - Bldgs & Grounds	19,500.00
Brad's Bounce A Lot Rentals Inc	Homecoming Events	Combo Slide for Kids Zone/Homecoming	General Funds	Rental/Operating Lease - Equipment & Machinery	275.00
Tri-State Fitness Services Inc	Health & Physical Education	Preventative Maintenance on Equipment	General Funds	Contracted Repairs	1,000.00
Keystone Electric Construction Co	Campus Landscaping-Key 93	Repair Campus Fiber Conduit between Van Houten & Pogue	Other E & G Funds	Contracted Maint - Bldgs & Grounds	16,684.00
Event Photography Group Inc	Commencement	Commencement Photography	General Funds	Professional Services	0.00
Don Green Sanitation Inc	Food Service-Maintenance & Custodial	Inspection-Waste Lines/Grease Traps/Lift Stations/Manholes	Dining Hall Funds	Contracted Maint - Bldgs & Grounds	25,906.00
Kravec & Kravec & Assoc	University Marketing	Freelance Writing Services	General Funds	Specialized Services	19,700.00
AW Farrell & Sons Inc	Food Service-Maintenance & Custodial	Van Houten Roof Repairs	Dining Hall Funds	Contracted Maint - Bldgs & Grounds	17,716.00
Rabe Environmental Systems Inc	Deferred Maintenance-Hendricks	Recover CFC from Existing Unit/Demo/Install 2 A/C Units at Hendricks Hall	Other E&G Funds	Contracted Maint - Bldgs & Grounds	19,436.00

**COUNCIL OF TRUSTEES  
EDINBORO UNIVERSITY - REPORT OF CONTRACTS FROM 10/01/17 TO 10/31/17**

<b>Contractor's Name</b>	<b>Cost Center Name</b>	<b>Description</b>	<b>Funding Source</b>	<b>Expense Category</b>	<b>Amount</b>
Metamorphosis Performing Co	New Student Transition	Present at Orientation	General Funds	Specialized Services	2,430.00
Insite Media Network	University Marketing	Video Production of Joseph Cephas Interview	General Funds	Specialized Services	3,000.00
James B Schwab Co	Various	On Site Service Agreement Ricoh Fax/Shredder/Wide Format Copier	General Funds	Contracted Maint - Office Equip	1,325.00
Otis Elevator	Various	Shunt Trip Inspections	Various	Contracted Maint- Bldgs & Grounds	2,624.00
Harris Environmental Inc	Fire and Safety	Radon Tests in Various Buildings	General Funds	Contracted Maint - Bldgs. & Grounds	1,416.00
Sara Adams	Community Music School-Lesson Fees	Suzuki Piano Lessons	Self-Supported Funds	Specialized Services	1,306.24
Bridget Allen	Art Department	Modeling Services	General Funds	Specialized Services	500.00
Mary Beth Armes	Community Music School-Lesson Fees	Piano and Voice Lessons	Self-Supported Funds	Specialized Services	6,160.00
Paul Crider	Adaptive Athletic Program	Officiate 2017 Boro Shootout Tournament	General Funds	Game Officials	865.00
Jason Franz	Adaptive Athletic Program	Officiate 2017 Boro Shootout Tournament	General Funds	Game Officials	640.00
Angela Gast	University Marketing	Freelance Graphic Design	General Funds	Specialized Services	10,000.00

**COUNCIL OF TRUSTEES  
EDINBORO UNIVERSITY - REPORT OF CONTRACTS FROM 10/01/17 TO 10/31/17**

<b>Contractor's Name</b>	<b>Cost Center Name</b>	<b>Description</b>	<b>Funding Source</b>	<b>Expense Category</b>	<b>Amount</b>
Elizabeth Henninger	Community Music School-Lesson Fees	Piano Lessons	Self-Supported Funds	Specialized Services	1,078.00
Maria Lyon	Community Music School-Lesson Fees	Suzuki Violin Lessons	Self-Supported Funds	Specialized Services	3,485.00
Toni Malena	University Marketing	Freelance Web Design	General Funds	Specialized Services	19,700.00
Alissa Pesavento	Community Music School-Lesson Fees	Celtic Harp Lessons	Self-Supported Funds	Specialized Services	637.52
Denise Phillips	Continuing Education	Nurse Aide Program Instructor at Presbyterian Homes	Special Programs	Speaker Fees	3,150.00
James Reinarz	Community Music School-Lesson Fees	Violin Lessons	Self-Supported Funds	Specialized Services	462.00
Anita Szymanski	Community Music School - Lesson Fees	Piano Lessons	Self-Supported Funds	Specialized Services	386.76
				<b>TOTAL</b>	<b>\$ 199,082.52</b>

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

<b>VENDOR-NAME</b>	<b>VENDOR-ADDRESS</b>	<b>DESCRIPTION</b>	<b>PO NUMBER</b>	<b>PO AMOUNT</b>
Keystone Electric Construction Co	3125 Brandes Ave Erie PA 16504	Van Houten Dining Hall Renovations Electrical Construction	3900009019	\$ 130,471.20
Mayer Brothers Construction Co	1902 Cherry St Erie PA 16502	Facilities Campus-Wide Asphalt Paving	3900009020	49441.50
Clark Contractors Inc	145 Clark Bldg Rd Ste 7 Bedford PA 15522	Highlands 6 Auto Collision Repairs	3900009048	39,000.00
Audio Visual Innovations Inc	6301 Benjamin Rd Ste 101 Tampa FL 33634	Information Technology Services Classroom Technology Replacement Cycle	4500544190	12,996.54
CDW Government LLC	200 N Milwaukee Ave Vernon Hills IL 60061	Information Technology Services Annual Oracle Software Support	4500544233	17,080.98
Professional Sports Publications	570 Elmont Rd Elmont NY 11003	Communications & Marketing NHL Advertising	4500544253	12,000.00
Westchester Academic Library	118 N Bedford Rd Ste 302 Mt Kisco NY 10549	Library Subscriptions	4500544540	17,997.40
USPS/CMRS-POC	P O Box 7247-0217 Philadelphia PA 19170-0217	Facilities Postage	4500545272	30,000.00
Yankee Book Peddler Inc	999 Maple St Contoocook NH 03229	Library eBooks	4500545584	10,000.00
Yankee Book Peddler Inc	999 Maple St Contoocook NH 03229	Library eBooks	4500545590	10,000.00
Wilkins Co Inc	3255 W 38th St Erie PA 16506	Environmental Health & Safety Access Control Communications Receiver	4500545607	12,860.00



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

<b>VENDOR-NAME</b>	<b>VENDOR-ADDRESS</b>	<b>DESCRIPTION</b>	<b>PO NUMBER</b>	<b>PO AMOUNT</b>
Touchnet Information Systems Inc	15520 College Blvd Lenexa KS 66219	Information Technology Services Touchnet Marketplace Suite Software	4500545629	364,604.00
Meadville Tribune	947 Federal Ct Meadville PA 16335	Communication Journalism & Media Annual Spectator Printing	4500546108	16,635.00
James B Schwab Co	2901 W 22nd St Erie PA 16506	Art Department 5-Year Copier Lease	4500546115	48,235.20
WJET-TV	8455 Peach St Erie PA 16509	University Marketing Skycam Network Advertising	4500546215	18,960.00
Software Services of Delaware Inc	1024 Justison St Wilmington DE 19801	Information Technology Services Annual Axiom Web Form License Renewal	4500546355	13,815.00
PA Dept of Revenue	333 Market St Harrisburg PA 17126	Provost Office Annual SARA Reciprocity Agreement	4500546444	20,000.00
PA Dept of General Services	PO Box 2833 Accts Receivable Harrisburg PA 17101	Finance & Administration Annual Boiler Machinery and Excess Property Insurances Employee Performance Bond	4500546536	93,378.00
Renmark Inc	9800A McKnight Rd Pittsburgh PA 15237	Ross Hall UPS System Battery Replacement	RO800188JM	10,621.00
			<b>TOTAL</b>	<b>\$ 928,095.82</b>



# **Contracts & Purchases**

**September 2017**

**Council of Trustees Meeting  
February 13, 2018**

**COUNCIL OF TRUSTEES**  
**EDINBORO UNIVERSITY - REPORT OF CONTRACTS FROM 9/01/17 TO 9/30/17**

<b>Contractor's Name</b>	<b>Cost Center Name</b>	<b>Description</b>	<b>Funding Source</b>	<b>Expense Category</b>	<b>Amount</b>
Ace Viking Electric Motor Co	Shops/Plants	Repairs to Air Handler in Baron-Forness Library	General Funds	Maintenance Supplies \$	4,272.00
Admire Entertainment Inc	New Student Transition	Present "Playfair" at Orientation	General Funds	Specialized Services	2,500.00
Bonadio & CO LLP	SSHE and EUP Central Expenses	Professional Services to Assess Strategy and Operations of OSD	General Funds	Accounting & Auditing	19,250.00
Exposure Control Technologies Inc	Shops/Plants	Provide Performance Tests on Cooper Hall Equipment	General Funds	Contract Maint - Bldgs & Grounds	13,500.00
Harland Technology Services A Division of Scantron	Center for Faculty Excellence	On-site Equipment Maintenance	General Funds	Software Maintenance	3,098.00
International Fire-Shield Inc	Fire and Safety	Clean, Fire-Retard & Certify Drapes/Curtains in Various Locations	General Funds	Preventative Maintenance	5,349.00
Matt Durisko Photography	Sports Information	Photography Services for Sports Information Events	General Funds	Other Athletic Related Services	5,000.00
Pittsburgh Stage Inc	Deferred Maint-Cole Auditorium	Stage Work in Cole Auditorium	Other E&G Funds	Contract Maint - Bldgs & Grounds	15,132.00
Pittsburgh Stage Inc	Fire and Safety	Annual Rigging Equipment Inspection & Maintenance in Cole Auditorium	General Funds	Contracted Maint - Bldgs & Grounds	3,258.00
Primint Solutions LLC DBA Alumnisync	University Advancement	Provide Data Services	General Funds	Software Maintenance	8,863.00

**COUNCIL OF TRUSTEES  
EDINBORO UNIVERSITY - REPORT OF CONTRACTS FROM 9/01/17 TO 9/30/17**

<b>Contractor's Name</b>	<b>Cost Center Name</b>	<b>Description</b>	<b>Funding Source</b>	<b>Expense Category</b>	<b>Amount</b>
St Vincent Sports Medicine	Sports Medicine	Team of Physicians for Training Room	General Funds	Other Athletic-Related Services	8,300.00
SuperFanU Inc	Athletic Scholarship Administration	Design & Development of EU Fan Rewards iPhone App	Scholarship Funds	Other Athletic-Related Services	4,000.00
YMCA of Corry	PA Pre-K Counts Program	Pre-K Counts Grant Agreement	Restricted Grant/Contract- State	Subcontract Expense	259,200.00
				<b>TOTAL</b>	<b>\$ 351,722.00</b>

**COUNCIL OF TRUSTEES**  
**EDINBORO UNIVERSITY-REPORT OF PURCHASE ORDERS OVER \$10,000 FROM 9/01/17 TO 9/30/17**

<b>VENDOR-NAME</b>	<b>VENDOR-ADDRESS</b>	<b>DESCRIPTION</b>	<b>PO NUMBER</b>	<b>PO AMOUNT</b>
AE Works LTD	6587 Hamilton Ave Pittsburgh PA 15206	McComb Fieldhouse Facility Assessment & Deferred Maintenance Plan	3900008972	\$ 32,226.42
Clifton Larson Allen LLP	610 W Germantown Pike Ste 400 Plymouth Meeting PA 19462	Finance & Administration Year-End Audit Services	4500541668	17,582.00
CollegeNET	805 SW Broadway Ste 1600 Portland OR 97205	Graduate Studies Annual Graduate Application Software Maintenance	4500541682	31,450.00
Considine Biebel & Co	2949 W 15th St Erie PA 16505	Van Houten Dining Hall Renovations General Construction	3900009007	512,400.00
David M Maines Assoc Inc	10 Expansion Dr Lewistown PA 17044	Compton Diebold and Reeder Hall Roof Replacements General Construction	3900009004	679,776.00
Diamond Design Construction Inc	2503 Peach St Erie PA 16502	Highlands Residence Halls 1-8 Renovations General Construction	3900009005	2,950,536.00
Dymun & Co	200 First Ave Pittsburgh PA 15222	Marketing Annual Media Buying Services	4500541921	200,000.00
Ellucian Support Inc	4 Country View Rd Malvern PA 19355-1408	Information Technology Services 5-Year Analytics & Intelligent Learning Platform Software	4500543579	384,926.00
Equipment Marketers	100 Melrose Ave Cherry Hill NJ 08003	Residence Life Annual Commercial Laundry Equipment Rental	4500541289	34,400.00
Flagship Multimedia Inc	1001 State St #901 Erie PA 16501	Marketing Annual Advertisement	4500541830	16,720.00
Gerster Sales & Service	45 Earhart Dr Buffalo NY 14221	Reeder Hall Heat Exchanger	4500541779	10,330.00

**COUNCIL OF TRUSTEES**  
**EDINBORO UNIVERSITY-REPORT OF PURCHASE ORDERS OVER \$10,000 FROM 9/01/17 TO 9/30/17**

<b>VENDOR-NAME</b>	<b>VENDOR-ADDRESS</b>	<b>DESCRIPTION</b>	<b>PO NUMBER</b>	<b>PO AMOUNT</b>
Lakeshore Learning Materials	2695 E Dominguez St Carson CA 90895	Butterfield Hall Daycare Furnishings	4500543666	11,679.30
Mayer Brothers Construction Co	1902 Cherry St Erie PA 16502	Facilities Campus-Wide Line Painting	3900008975	27,674.50
McCarty Printing	PO Box 1136 Erie PA 16512	Admissions Postcard Printing & Mailing	4500541922	13,485.00
Postmaster of Erie	Bulk Mail Acceptance Unit Erie PA 16515-9996	Facilities Postage	4500543298	30,000.00
TargetX	1000 River Road Conshohocken PA 19428	Admissions Annual Mass Email Software Subscription	4500543241	12,000.00
Trumbull Industries	16335 Conneaut Lake Rd Meadville PA 16335	Highlands 2 Gas Water Heater	RO800184JM	11,764.16
VisitDays Corp	85 Broad St Fl 29 New York NY 10004	Admissions Visit Registration and Data Collection Software	4500542467	34,500.00
			<b>TOTAL</b>	<b>\$ 5,011,449.38</b>

**BY-LAWS**  
**COUNCIL OF TRUSTEES**  
**EDINBORO UNIVERSITY OF PENNSYLVANIA**  
**OF THE PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION**

**Adopted August 5, 1985**  
**Last Amended October 20, 2008**

PREAMBLE

The Council of Trustees shall have the power, not inconsistent with law or these by-laws, to do all things necessary for the proper maintenance and successful and continuous operation of Edinboro University of Pennsylvania.

The Council of Trustees serves the public trust and has a fiduciary duty to the University, to the System and to the members of the Commonwealth of Pennsylvania and has an obligation to fulfill their responsibilities in a manner consistent with this fact. All decisions of the Council are to be made solely on the basis of a duty to advance the best interests of the institution and the public good.

ARTICLE I

Members

Section 1: Pursuant to the provisions of Act 188 of 1982, as amended:

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

(b) Ten (10) members of each Council shall serve terms of six (6) years respectively, and until their respective successors are duly appointed and qualified. One (1) member of each Council shall be a full-time undergraduate student in good academic standing, other than a freshman, enrolled for at least twelve (12) semester hours at this institution. The student member shall serve a term of four (4) years or for so long as he or she is a full-time undergraduate student at this institution, whichever period is shorter, and is in good academic standing. Vacancies occurring before the expiration of the term of any member shall be filled in like manner for the unexpired term. Student members of the Council of Trustees shall be appointed by the Governor and shall not be subject to Senate confirmation. If a student member is temporarily unable, for medical or valid academic reasons, to fulfill the responsibilities of office, the Council of Trustees may request that the Governor appoint an otherwise qualified student to serve as an alternate until the return of the student member.

Edinboro University Council of Trustees By-Laws

The Council shall meet at least quarterly, and additionally at the request of the University President, the Council Chairperson, or upon request of three (3) of its members. The following persons shall be non-voting representatives to the Council of Trustees and shall be entitled to sit at the table for all meetings: the President of the University and the Secretary to the Council.

ARTICLE II

Powers and Duties

Section 1: In accordance with the rules and regulations adopted by the Board of Governors, the Council of Trustees of Edinboro University of Pennsylvania shall have the following power and its duty shall be:

- (1) To make recommendations to the Chancellor for the appointment, retention or: dismissal of the President following consultation with students, faculty and alumni.
- (2) To assist the President in developing proper relations and understanding between the institution and its programs and the public, in order to serve the interests and needs of both.
- (3) To review and approve the recommendations of the President as to standards for the admission, discipline and expulsion of students.
- (4) To review and approve the recommendations of the President pertaining to policies and procedures governing the use of institutional facilities and property.
- (5) To approve schools and academic programs.
- (6) To review and approve the recommendations of the President pertaining to annual operating and capital budget requirements for forwarding to the Board.
- (7) To review and approve charges for room and board and other fees except student activity fees.
- (8) To conduct an annual physical inspection of facilities and make recommendations regarding maintenance and construction to the Board.
- (9) To review and approve all contracts and purchases negotiated or awarded by the President with or without competitive bidding and all contracts for consultative services entered by the President.
- (10) To represent the institution at official functions of the Commonwealth.
- (11) To take such other action as may be necessary to effectuate the powers and duties herein delegated.



Edinboro University Council of Trustees By-Laws

- (12) In accordance with the evaluation procedures established by the Board of Governors, the Council shall conduct an evaluation of the President and forward the results of that evaluation with recommendation to the Chancellor for submission to the Board of Governors.

ARTICLE III

Officers

Section 1: The officers of the Council shall be the Chairperson, Vice-Chairperson, and a Secretary.

Section 2: The Chairperson, Vice-Chairperson and Secretary must be members of the Council. The officers of the Council shall be elected at the reorganization meeting following the May Commencement, and shall take office immediately. Terms of office shall be for two years and officers of the Council shall not serve more than two (2) consecutive two year terms within any eight (8) year period. Elections of officers should avoid a rigid sequential selection process that is based upon seniority or prior officer status as criteria for nomination or election in order to permit flexibility in leadership of the Council.

Section 3: The Chairperson shall preside at all meetings of the Council, and shall perform generally all duties incident to the office of Chairperson, and such other duties as may be assigned by the Council. The members of all committees shall be appointed by the Chairperson, all such appointments being for a term of two (2) years. Unless specifically provided to the contrary by the Council, the Chairperson may assign any of his/her duties to another member of the Council.

Section 4: The Vice-Chairperson, at the request of, or in the absence of the Chairperson, shall perform all the duties of the Chairperson and while so acting, shall have all the powers and authority thereof, and be subject to all the restrictions upon the Chairperson.

Section 5: The Secretary shall ensure that the Council of Trustees is acting in accordance with these by-laws, that the by-laws are reviewed as necessary and that amendments are made as needed. The Secretary shall also ensure that the Council of Trustees acts in accordance with policies of the Board of Governors of the State System and that official books and records of the Council of Trustees are properly maintained. The Secretary of the Council shall also attest, as necessary, all instruments and documents executed by the Chairperson or other authorized person acting in behalf of and in the name of the Council of Trustees of the University.

Section 6: There shall also be a Secretary to the Council designated by the University President who shall attend all Council meetings and who shall be responsible for taking and maintaining accurate minutes of the Council as needed and assuring that such minutes are properly distributed to all Trustees. The Secretary to the Council shall also be responsible for assuring that Council meetings are properly scheduled and that all necessary notices are made for such meetings. The Secretary to the Council shall work with the Secretary of the Council to assure that official records are properly maintained.

Edinboro University Council of Trustees By-Laws

ARTICLE IV

Meetings

Section 1: The Council of Trustees shall meet at least quarterly and additionally at the call of the President or its Chairperson or upon request of three (3) of its members. Public notice of the schedule of regular meetings shall be given once for each calendar year and shall show the dates and times for the meetings and the place at which meetings will be held. Such public notice shall be given at least three days prior to the time of the first regularly scheduled meeting. The schedule of regular meetings shall be established after the Board of Governors of the State System of Higher Education have established their meeting schedule for the academic year, but in no case should the Edinboro University of Pennsylvania Council of Trustees regular meeting schedule for the academic year be published later than September 1. Except to the extent provided otherwise by statute, failure to take any action required by this section shall not in and of itself invalidate any act of the Council of Trustees.

Section 2: The first regular meeting of the Council of Trustees following the Commencement prior to the expiration of the officer terms shall be the reorganization meeting and shall be for the purpose of electing officers and for any other business that may arise.

Section 3: Special meetings of the Council of Trustees may be called by or at the written request of the Chairperson of the Council, the President of the University, or upon the written request of three members of the Council. A call for a special meeting shall specify the time and agenda, and no business other than that specified in the call shall be considered at any such meeting. The person(s) calling the special meeting shall give written notice at least three days prior to the meeting. Such notice shall be deemed delivered when deposited in the United States mail. Public notice of special or rescheduled meetings shall be given at least twenty-four hours prior to the time of the meeting.

Section 4: Council of Trustees members are expected to be regular in attendance. Given that Council of Trustees meetings for the academic year will be announced on/or before September 1, Council of Trustees members should plan their schedules so as to be in attendance at as many meetings as possible. Should a trustee fail to attend three meetings in succession without presenting a reasonable excuse such as illness or conflict with business matters to the Chairperson of the Council of Trustees, the Chairperson will communicate in writing with the Trustee and ask him or her to reconsider the commitment he or she made to serve on the Council of Trustees and to give thought to resignation if his or her circumstances are such that active involvement in the work of the Council of Trustees will not be possible. Failure of the Trustee to resolve an attendance issue with the Chairperson may result in referral to the Council of Trustees for consideration of communicating the attendance issue to the Office of the Governor with a request for appropriate action by that office.

Section 5: Six voting members shall constitute a quorum for the transaction of business at any meeting of the Council. A majority vote of those present shall be required for any official action of the Council, except as otherwise required by law or by these by-laws.

Edinboro University Council of Trustees By-Laws

Section 6: At each meeting of the Council, the Chairperson, or in his/her absence the Vice-Chairperson, or in the absence of both, a chairperson chosen by a majority of the Council present shall preside.

Section 7: Attendance at a meeting by a Trustee may be conducted by telephone or electronic equipment so long as all attendees at said meeting can hear each other simultaneously. Participation by such means shall be equivalent to being present in person at the meeting. **Should any Trustee participate via telephone or electronic equipment, all voting will be conducted by roll call vote. (currently written would add the following below in its place).**

*We can add the following:*

**\*\*The use of roll call votes during meetings in which members are attending via phone. To provide for a more efficient use of meeting time, a roll call vote will be required only if the initial voice vote is not unanimous.**

Section 8: Members of the public and the news media may record public sessions of the Council of Trustees. However, the use of recording devices shall not interfere with the meeting or other attendees' view or hearing of the proceedings. Any recording devices must be fixed to one location in the room throughout the meeting and no flashes or other light enhancing devices may be used. The location of the recording devices will be determined by the Chairperson prior to the meeting. Where multiple parties desire to record the meeting, the Chairperson may limit the number of recording devices in the meeting to avoid distraction.

Section 9: The Council of Trustees shall provide a reasonable opportunity for public comment on matters listed on the meeting agenda or other matters of concern or relevance to the Council duties and responsibilities. Public comment will be permitted at the beginning of each regular or special meeting. The Chairperson of the Council may limit the time for individual public comment so as to permit all to be reasonably heard. All public comment should be directed to the Chairperson, who will provide response as appropriate; however, other members of the Council of Trustees may request to be recognized to provide further response or comment.

Section 10: Executive Sessions of the Council of Trustees will include the Trustees and President. Other individuals may be invited to give information as deemed necessary by the Council. The topics and purposes shall be limited to those matters permitted by the Commonwealth's open meeting laws.

Section 11: All actions of the Council of Trustees shall comply with the Commonwealth's Open Record Law and Right to Know Act.

## ARTICLE V

### Committees

Section 1: The Council shall have the right to establish such regular or special committees as it may from time to time decide. The members of such committees shall be appointed by the Chairperson. The Chairperson shall be an ex officio member of all committees.

Section 2: The Chairperson of the Council shall make appointments to serve a two (2) year term but such terms may be renewable without limit.

Edinboro University Council of Trustees By-Laws

Section 3: The Chairperson of the Council shall periodically also make appointments of liaison trustees to serve and represent the Council for University Services, Inc., the Edinboro Foundation, the Alumni Board of Directors and to the Executive Committee of the Pennsylvania Association of Councils of Trustees (PACT). Each appointee shall serve at the discretion of the Chairperson.

Section 4: If required, the Council shall establish a committee to conduct a search for a President in accordance with the guidelines established by the Board of Governors.

Section 5: The Chairperson shall appoint a committee to conduct an annual review of the President as may be required by the Policy of the Board of Governors and any applicable statute.

ARTICLE VI

Conflict of Interest and Code of Ethics

Section 1: Members of the Council of Trustees serve the public trust and have an obligation to fulfill their responsibilities in a manner consistent with this fact. All decisions of the Council must be made solely on the basis of a desire to advance the best interests of the University and the public good. The integrity of the institution must be protected at all times.

Section 2: Members of the Council of Trustees shall be committed to the primacy of the Council over the interests of individual Trustees, shall not be influenced by personal or special interests and shall avoid the perception of personal or special interests.

Section 3: Members of the Council of Trustees shall not use the authority, title or prestige of office to solicit or otherwise obtain a private financial, social or political benefit that in any manner would be inconsistent with the public interest or to secure unwarranted privileges or advantages for the Trustee or others.

Section 4: Members of the Council of Trustees shall not willfully disclose any information not generally available to members of the public that the Trustee receives or acquires in connection with official duties, nor shall the Trustee use such information for the purpose of securing financial gain for the Trustee or others with whom the Trustee is associated.

Section 5: A Trustee shall be considered to have a conflict of interest if such Trustee has existing or potential financial or other interest that may impair or reasonably appear to impair such Trustee's independent, unbiased judgment in the discharge of responsibilities to the University. A conflict of interest shall also be deemed to exist if such Trustee is aware that a member of his or her family or any organization in which such Trustee (or member of his or her family) is an officer, director, employee, member, partner or controlling stockholder and has such existing or potential financial or other interest. For purposes of this section, a family member is defined as a spouse, parent, sibling, child or any other member of that Trustee's household.

Edinboro University Council of Trustees By-Laws

Section 6: All Trustees shall disclose to the Council any possible conflict of interest at the earliest possible time. Further, each Trustee shall absent himself or herself from discussions of and abstain from voting on such matters under consideration by the Council or its committees. The minutes of such meeting shall reflect that a disclosure was made and that the Trustee having a conflict or possible conflict abstained from voting. Any trustee who is uncertain whether a conflict of interest may exist in any matter may request the Council to resolve the question in his or her absence by majority vote.

Section 7: Annually, each Member of the Council of Trustees shall complete and properly submit any conflict of interest or financial interest statements required by law.

ARTICLE VII

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Council of Trustees in all cases to which they are applicable and in which they are not inconsistent with these by-laws or any special rules of order the Council may adopt.

ARTICLE VIII

Amendment of By-Laws

These by-laws may be altered, amended or repealed and new by-laws may be adopted by the Council at any regular meeting of the Council by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

**Academic Affairs Report for Edinboro University Council of Trustees  
February 13, 2018**

**Accreditations and Recognitions**

- Edinboro University’s Doctor of Nursing Program received full 5-year accreditation from the Commission on Collegiate Nursing Education effective February 22, 2017.
- Top Education Degrees named Edinboro University’s master’s degree program in Early Childhood Education No. 1 in the nation. Top Education Degrees bases the top 20 list on tuition, relevancy of curriculum to the current demands of the profession, previous national recognitions and student-to-faculty ratio.
- Edinboro University received its eighth consecutive Military Friendly Award - the Silver Award as a Military Friendly School. EU also earned a spot on the national Military Times Best: Colleges 2018 rankings. The two national awards recognize EU’s commitment to veterans through the ROTC program and Veterans Success Center.
- Edinboro University’s Master of Education in Educational Psychology program was ranked among the Top 25 online programs for 2018 by TheBestColleges.org. Rankings were evaluated based on admissions selectivity, student loan default rates, retention and graduation rates and the percentage of students enrolled online.
- *U.S. News & World Report* ranked Edinboro University’s online graduate nursing program 45 among 159 programs. Edinboro’s graduate education program ranked 70 among 309 national institutions. This is the third year that the University has been named to the top 100 programs ranking by *U.S. News & World Report*.
- In December 2017, Edinboro University’s Graduate program was recognized as an official Abound: Grad School member.

**University Outreach and Campus Programs**

- A panel discussion titled “Witches, Cannibals, Skulls” was held on October 30 in Compton Hall. Dr. Lenore Barbian, Dr. Jerra Jenrette and Professor Amanda Frantz-Mamani were presenters and the event was sponsored by the Departments of History, Politics, Languages, and Cultures, and Criminal Justice, Anthropology, and Forensic Studies; the Anthropology Club, Criminal Justice Club and History Club.
- A panel discussion titled “Free Speech – Taking a Knee” was held on November 1 in the Frank G. Pogue Student Center. Dr. James Fisher, Dr. Rhonda Matthews, and Professor Umeme Sababu of the Department of History, Politics, Languages and Cultures, and Dr. Andrew R. Smith from the Department of Communication, Journalism and Media, participated on the panel. Edinboro University Frederick Douglass Scholar, Lewis A. Brownlee, served as moderator for the event. Faculty led

conversations about professional athletes, the National Anthem, free speech and the intersection of political protest, sports and race.

- The Center for Faculty Excellence, Information Technology Services and Association of Pennsylvania State College and University Faculties hosted a “Technology Tailgate” event on November 2 in Ross Hall. The event included 20-minute round table discussions, opportunities to network with colleagues, information about the professional learning community and tailgate food.
- Thirteen Undergraduate teams and five Graduate teams competed in the 11<sup>th</sup> annual College Bowl competition held on November 16 in the Frank G. Pogue Student Center. Winning teams were as follows:

Undergraduate:

- 1<sup>st</sup> Place – Geosciences Department
- 2<sup>nd</sup> Place – Middle and Secondary Education, and Educational Leadership Department
- 3<sup>rd</sup> Place – English and Philosophy Department
- 4<sup>th</sup> Place – Early Childhood and Reading Department

Graduate:

- 1<sup>st</sup> Place – Communication Studies
- 2<sup>nd</sup> Place – Social Sciences
- 3<sup>rd</sup> Place – Middle/Secondary Instruction

- Edinboro University and Jamestown Community College (JCC) signed articulation agreements on November 28 that will provide opportunities for transfer students interested in earning a bachelor’s degree. JCC graduates with an associate degree in business administration or accounting who have met GPA and course requirements can transfer up to 90 semester hours to EU’s Business Administration program. Students receiving an associate’s degree in computer science may transfer up to 87 credits into EU’s Computer Science degree program.
- A panel discussion with faculty and staff titled “#Me Too: a Moment or a Movement” was held on December 5, in Compton Hall. The focus was on the campaign for social change, which has invited thousands of people around the world to tell their stories of sexual abuse and harassment. Panelist included: Dr. Daniel Burdick (Music and Theatre Department), Dr. Patricia Claster (Sociology Department), Dr. Laura Miller (Health and Physical Education Department), Pertrina Marrero (Dir. of Diversity and Inclusion), Michelle Ritzel (Dir. of Campus Life and Leadership Development and Deputy IX Coordinator), and Lydia Laythe (Therapist and licensed Social Worker). Dr. Stacy Dunn (Criminal Justice, Anthropology, and Forensic Studies Department) served as moderator for the event.
- Edinboro University recognized 348 students during the undergraduate and graduate commencements on December 16. Laura Bequeath was student speaker for the undergraduate ceremony and Rebecca Leonard was student speaker at the graduate ceremony.
- On January 25, 2018, Edinboro University’s Master of Business Administration (MBA) program was approved by the Board of Governors of Pennsylvania’s State System of Higher Education.

## **Faculty Recognition**

- Beginning with the fall 2017 semester, Dr. Roger Solberg, from the English and Philosophy Department, was appointed director of the Edinboro University Honors Program. Dr. Solberg, a member of Edinboro's faculty since 1989, founded Edinboro's annual College Bowl academic quiz tournament, taught the Honors version of College Writing Skills, and created and taught popular First Year Experience seminars on Literature of Baseball, and Literature of the Atomic Bomb, as well as many other initiatives.
- On September 29, Dr. Anthony Esposito, Dr. Ron Raymond and Dr. Andrew Smith presented papers at the 78<sup>th</sup> annual conference of the Pennsylvania Communication Association at Duquesne University in Pittsburgh.
- On November 2, Frederick Douglass Scholar and professor in the School of Education, Lewis Brownlee presented "Navigating Racial Battle Fatigue: Incorporating Critical Race Theory Tenants in the Graduate School Experience" as part of the Social Equity Distinguished Professional Lecturer Series.
- Faculty members Casie Lucas-Szumigala (Speech- Language Pathologist and instructor in the Communication Sciences and Disorders Department) and Dietrich Wegner (Art Department) participated in the TEDxErie 2017 "Bridges over Barriers" on November 4. Ms. Lucas-Szumigala presented "ASL and English: Bridges to Language Acquisition for Deaf Infants and Toddlers," and Professor Wegner was selected as the Stage Design Winner.
- Dr. Andrew Smith co-edited a book with Isaac Catt and Igor Klyukanov, entitled *Communicology for the Human Sciences: Lanigan and the Philosophy of Communication*. The book is a Festschrift for friend Richard Lanigan, with 21 original contributions inspired by his work from scholars in a variety of fields.

## **Student Recognition**

- Several Honors scholars had an opportunity to contract a special project during the Fall 2017 semester:
  - Rebecca Aloisio worked with Professor Christopher Lantinen to select a series of posters to redesign, wrote a 10-page paper about the history of Nintendo's advertising and branding campaigns in the United States, and conducted research into several pop icons in print design, film, music and mobile design.
  - Sarah Breitfelder completed an independent study in Biology under the supervision of Dr. Nina Thumser observing the impact of Round-Up on soil macrofauna. Sara's goal is to produce two sets of data from one field and then compare to draw conclusions about the effects of glycophosphates on terrestrials.
  - Mary Greer worked under Professor William Pithers on a group psychotherapy manual for the treatment of conduct disorder in early adolescents.
  - Rachel Guzak worked with Dr. Mark Deka to write a research paper about the invention, development, and artistic approach of sailboats in ancient Egypt. She will incorporate her



computer animation skills by modelling an Ancient Egyptian sailboat and surrounding scenery in Autodesk Maya.

- Shelby Hutton worked with Professor Craig McGaughey to teach the university chorale and singers class breathing and singing techniques to improve overall tone, as well as the ability to sing in unison.
  - Thomas McCoy and Elena Tran completed an independent study in Biology with Dr. William McKay on the interaction between pathogenic bacteria and spices with antibiotic properties for the purpose of improving food safety measures.
  - Emma Morgan researched the role of angiogenic inhibitors in the plant foxglove with Dr. Matthew Foradori.
  - Lauren Schroeder worked under the guidance of Professor Annessa Steele to compose a complete unit of lessons in English and Language Arts while adhering to the Common Core State Standards and the Understanding by Design lesson plan template.
  - Jacob Trinca completed a contract with Professor Annessa Steele to design a unit relevant to U.S. or World History classrooms comprised of 10 lessons that span over two school weeks. He focused on different modes of delivery, like technology, novels, picture books, speeches, statistics, and media.
- Mary Carroll, Emily Duska and Christina Welch, students in the Early Childhood/Special Education program, traveled to Dublin, Ireland November 18 – December 13, 2017 as participants in a collaborative student teaching program with Slippery Rock University (SRU). The students were assigned an Ireland Cooperating Teacher and lesson plan to teach throughout the day. They stayed with host families and walked to school with the children. Dr. Rob Snyder, a professor from SRU who oversees the program, visited the schools to complete observations on each student. On weekends, the three students traveled with Dr. Snyder and students from Slippery Rock University to see the sights of Ireland.



Tomb of Newgrange in Boyne Valley, Ireland

- Graduate student Bethany Cousino (Speech-Language Pathology) and Dr. Mary Beth Mason (Chair, Communication Sciences and Disorders Dept.) co-presented a poster titled *Distinctive Semantic Feature Generation Abilities in Adults with Aphasia*, along with a team from Duquesne University, at the American Speech-Language-Hearing Conference in Los Angeles.

Art Department:

- Ceramics MFA student Clarissa Pezonne won 2nd place in the juried national "Young Sculptors" show at the University of Miami, and was also included in the Erie Art Museum's "Spring Show", and the ArtStreet Exhibition in Sacramento, California.
- Ceramics MFA student Sara Catapano was included in the "International Juried Exhibition" held at the Center for Contemporary Art in Bedminster, NJ. Only 51 pieces were chosen from an international pool of over 1100 entries. Sara was also included in two Juried Exhibitions at the Sculpture X Symposium in Detroit, Michigan, winning a Directors Choice Award for her work.
- Ceramics MFA student Chanakarn Semachai was invited to show her work at Lillstreet Gallery's "New Kids on the Block" show in Chicago.
- Brandon Lipe, Sara Catapano, Hannah Pierce and Clarissa Pezonne, students in the MFA Ceramics program, and Bethany Butler, a student in the BFA Ceramics program, were selected to attend the 2018 National Council on Education in the Ceramic Arts National Student Juried Exhibition. The exhibition will be held at the Pittsburgh Center for the Arts.
- Hannah Pierce was included in the juried "Ceramics Innovations" show at the Wayne Art Center in Wayne, PA.



Work by Brandon Lipe



Work by Hannah Pierce

- Undergraduate student Bradley Milligan was awarded a \$15,000 grant from the Elizabeth Greenshields Foundation to further his academic and professional painting career. Mr. Milligan plans to create a body of work to be showcased at the Hoyt Institute of Art in New Castle, PA this October.

#### Chemistry Department:

- Nicole Wagner participated in the National Science Foundation's Research Experience for Undergraduates program last May 29 to August 4 at North Carolina State University in Raleigh, NC.
- Erin O'Brien completed an internship in Senator Charles Schumer's Buffalo, NY Branch Office last summer. During her internship, Erin wrote a memo about the toxicity and radioactive materials that are present in the local Buffalo soil. She also conducted research based on funding and what future action could be taken to clean up the areas at risk under SUPERFUND regulations.
- Last summer, undergraduate student Seth Allen worked on a research project entitled, "Wavelength – Resolved Photon Fluxes of Indoor Light Sources: Implications for HOx Production," last summer with Professor Tara Kahan at Syracuse University.

#### Geosciences Department:

- Luke Morgan presented a research project titled: Preliminary Seismic Investigation to Determine Depth to Bedrock and Subsurface Suitability for a Water Well in Moraine State Park, PA at the Celebration of Scholarship and the GSA meeting last spring.
- Walter Haines presented his research titled Exploring Site Locations for a Water Well at Moraine State Park, Using Seismic Geophysical Techniques at the Celebration of Scholarship last March.

#### Health and Physical Education

- Students in HPE 470 Research in Human Performance (Human Performance Capstone) presented their research on December 11:
  - Knee and Hip Range of Motion Dependent on Static and Dynamic Stretching in Body Weight Squats - Karmen Davis and Emily Widomski
  - Weighted Push-Up Test to Predict 1RM Bench Press - Sam Breese and Joe Mistretta
  - Overall Fitness and Body Composition Differences in Division One Wrestlers from Before and After Preseason - Ashley Mutkus and Sean Russell
  - The Effects of Sprinting on Weight Lifting - Taylor Palowski
  - Does Total Number of Inactive Minutes Affect Cardiovascular Endurance? - Rachel Barnes
  - The Effects of Different Video Types on 50 Meter Sprints - Ericka Hansen and Courtney Hunt
  - Pacer Health Phone Application Pedometer Accuracy While Walking on a Treadmill - Chaz Mytinger and Kasey Powlison
  - Collegiate and Non-Collegiate Athlete Rest Intervals During Resistance Training - Kristen

Gordon

- Does Meditation Reduce Stress and Stress-Related Symptoms in College Students? - Haley Albright
- The Effect of Handheld Weights on a Standing Long Jump Performance - Nyiesha Hardy-Forte
- Myofascial Release through Foam Rolling and Its Effects on Jumping Performance - Andrew Chase
- How does Overconsumption of Carbohydrates Impact Mood? - Ashtin Fiegel and Taylor Payne
- Reaction Times of Athletes versus Non-Athletes - Hannan Whistler
- How Strength Training and Mileage Affect Cross Country Race Times - Mike McLaughlin

Psychology Department:

- Miranda Graft and Nathan Pistory co-presented a poster with Dr. Peter McLaughlin at the Society for Neuroscience Conference in Washington, D.C last November.
- An article titled *Mock Juror's Perceptions of Polygraph Tactics Used to Obtain a Confession*, co-authored by Psychology professor Dr. Ronald Craig and students Joseph Ray and Paige Skinner (Spring '17), was recently published in the *Keystone Journal of Undergraduate Research*.
- Ashley Taylor (Psychology major), Kendra Taylor (Biology major) and Dr. Craig will present a poster titled *Mock Jurors' Perceptions of Bias in Forensic Testing* in March at the American Psychology-Law Society conference in Memphis, TN.

### Miscellaneous

- Students and faculty from Edinboro University's Department of Nursing and Social Work have been collaborating with Gannon University and regional social service agencies to develop and implement a clinic for the homeless in Erie County. The students gain clinical experience while offering services to clients.
- Students in ceramics learned about the history of ancient art-making methods this fall by renovating and utilizing an ancient ceramics firing kiln called anagama, which uses wood rather than natural gas or electricity as a heating source.
- Ten students from the Business and Economics Department attended the 2017 Financial Planning Association Conference in Nashville, TN during the fall semester where they listened to presentations given by distinguished speakers, networked with prospective employers, and learned about the personal financial planning industry.
- On November 3, PA Governor Tom Wolf's Middle Class Task Force held a two-hour planning session at Edinboro University to discuss concerns and ideas to improve the lives of middle class families. The task force heard from local business and labor leaders, educators and workforce development experts.

- The Department of English and Philosophy hosted the Distinguished Alumni Lecture Series with guest speaker Adaena Tray, who received a BA English – Writing from Edinboro University in 2004. Ms. Tray talked about “Career Paths for English Majors.”
- Edinboro University participated in Manufacturing Day 2017 on October 11. EU Admissions Office attended, along with the Math and Computer Science Department where EU students demonstrated their gaming program with Oculus Rift. Professor Peter Kuvshinikov, Physics and Technology Department, was present to discuss Manufacturing Technology programs, Dr. Anne Quinn, Chairperson in the Mathematics and Computer Science Department, presented a session for students in grades 7-12, and Ms. Beth Zewe, Director for Continuing Education, discussed the WEDnet funding for area manufacturing companies.
- Edinboro University’s Performing Arts and Culture Series presented the holiday concert “A Celtic Holiday Celebration” on December 2 in Louis C. Cole Auditorium - Memorial Hall featuring Ricky Manning, Pittsburgh’s “singing detective,” and Dr. Patrick Regan, Director of the Edinboro University Pipes and Drums. The event was free and open to the public.
- The students and faculty of the EU Music and Theatre Department showcased their talents during six free public events during the week of November 27:
  - The Lunchtime Concert Series featured a performance by Dr. Kahlil Sarikey in the Dr. William P. Alexander Music Center - Recital Hall on November 30<sup>th</sup>.
  - A piano studio recital was held on Friday, December 1<sup>st</sup> at 4 p.m. in the Dr. William P. Alexander Music Center - Recital Hall.
  - Sigma Alpha Iota performed a musicale on Friday, December 1<sup>st</sup> at 7:30 p.m. in the Dr. William P. Alexander Music Center - Recital Hall.
  - Senior music major Zachary Smego, played his senior piano recital on Saturday, December 2<sup>nd</sup> at 1 p.m. in the Dr. William P. Alexander Music Center - Recital Hall.
  - A guitar studio and ensemble concert was held on December 2<sup>nd</sup> at 4 p.m. in the Dr. William P. Alexander Music Center - Recital Hall.
  - The University choirs, Jazz Ensemble, Pipe Band and Symphonic Wind Ensemble presented a Holiday Concert on December 3<sup>rd</sup> at 4 p.m. in Louis C. Cole Auditorium - Memorial Hall.

**EDINBORO UNIVERSITY COUNCIL OF TRUSTEES**  
**Division of Student Affairs Report**  
**February 2018**

**STUDENT DEVELOPMENT/ACCOLADES**

- ROTC Cadet and Fighting Scot Football player Ryan Stratton was selected as one of 22 honorees to the 2017 Allstate AFCA Good Works Team. It was the first time an Edinboro player has received the prestigious honor. Stratton was featured at halftime of the Sugar Bowl, as the 22-man team was honored on the field. In addition, Stratton was a semifinalist for the 2017 William F. Campbell Trophy and named to the 2017 CoSIDA Academic All-America All-District® Football Team.
- Under the advisement of Y’Hoshua Murray, Graduate Assistant, Denita Kelly, Assistant Director of Residence Life and Housing, and Josette Skobieranda-Dau, Assistant Director of Residence Life and Housing, Residence Hall Association submitted a proposal for EU to host the Central Atlantic Affiliate of College and University Residence Halls’ (CAACURH) Regional Business Conference in February 2019. CAACURH includes universities and colleges within a seven state region.
- The Edinboro Ranger Challenge team performed admirably at the 2<sup>nd</sup> BDE Ranger Challenge competition. The team placed 1<sup>st</sup> in Crew Drill and Weapons Assembly and 3<sup>rd</sup> in One Rope Bridge. There were no other teams that took home three streamers for their guidon.
- The National Wheelchair Basketball Association announced the 2018 U.S. Men's National Wheelchair Basketball Team, which includes former Edinboro player Trevon Jenifer. Jenifer will represent Team USA as they prepare for the IWBF World Championships in Hamburg, Germany, August 16-26. A member of the Fighting Scots men's wheelchair basketball team from 2006-2011, Jenifer has a pair of medals from the Paralympic games. He won a bronze medal with Team USA at the 2012 Paralympic Games in London and helped the U.S. win its first gold medal since 1988 in the Rio Games in 2016.

**COMMUNITY OUTREACH/SERVICE**

- For the fifth year in a row, the Edinboro University Athletic Department has earned the right to grant a wish as part of the NCAA’s Make-A-Wish program. The NCAA released the donation totals for 2016-17 for Division II conferences in the fall, with Edinboro once again among the top institutions in the country in donations to the Make-A-Wish Foundation. The Pennsylvania State Athletic Conference led all Division II conferences with a record total of \$70,210.53 raised by all 18 institutions. Edinboro raised the fourth-most money in all of Division II, as the Fighting Scots brought in \$13,905.29 in donations.

- The Super Bowl Extravaganza was once again a huge success, with the fundraiser bringing in approximately \$30,000.

### **STAFF DEVELOPMENT/ACCOLADES**

- Sharon Conklin and Lisa Laird from the OSD presented to an audience of 50 Residence Assistants and Graduate Hall Coordinators on January 17 about the connection between Residence Life and OSD. The presentation addressed students with disabilities, myths and reality, services and accommodations, and person first language.
- Cyndi Waldinger helped welcome our students back on the first day of classes with the third annual Coffee, Cocoa, and Questions Stand in Ross Hall. She answered many questions, and even though the temperatures were warmer, she served hot drinks to over 100 students.
- The following individuals completed the Critical Incident Stress Management course in January:
  - Chelton, Andrea – nursing department
  - Day, Maria – CAPs
  - Dado, Joye – SHS
  - Krizmanich, Deborah – SHS
  - Matt, Andrew – Veterans Success Center
  - Mustin, Alexis – CAPs
  - Odell, Danielle – SHS
  - Rodgers, Jill – nursing department
  - Elder, Darla – health center
- Approximately 200 final exams were administered to students with disabilities through the OSD last semester. These students used accommodations of extra time, readers, scribes and alternative format.
- During the weeks leading up to the start of classes, the Facilities Office and the Office of Residence Life and Housing teamed up to assist about 220 students with room relocations as part of the Stairwell Construction Project. Jennifer Mallory was invaluable in this process.
- Members of the Suicide Intervention and Prevention Task Force conducted a few suicide prevention sessions for faculty, staff, and students.
- Under the leadership of Stacie Wolbert, Interim Dean of Students and Associate Provost, a grant application for nearly \$30,000 has been submitted to support Sexual Violence Prevention through Governor Wolf's "It's On Us" grant initiative.

## **ATHLETIC UPDATES**

### **FOOTBALL (7-4)**

The Fighting Scots caught fire late in the year, winning four of their last five games, to finish at 7-4. Wayne Bradford was officially named head coach not long after the season ended after serving as interim head coach. Edinboro's biggest win was a 49-39 upset of 17<sup>th</sup>-ranked Slippery Rock. Walter Fletcher led the way, as the running back broke Edinboro's single-season rushing record and went on to be named an Associated Press Division II All-American I(second team). That is one of three All-American teams he has been named to. A total of six Fighting Scots earned All-PSAC West recognition. Fletcher was joined on the first team by wide receiver James Clark and safety Brandon Anderson. Defensive tackle Derek Dorr, cornerback Zuril Hendrick, and wide receiver Ta'Nauz Gregory received second team honors.

### **VOLLEYBALL (22-10)**

Coach Missy Soboleski's team upset top-seeded Indiana (Pa.) in the opening round of the PSAC Tournament before losing to Pitt-Johnstown in the quarterfinals in five games. The 20 wins marked the fourth straight year and 10<sup>th</sup> in Soboleski's 13 seasons as head coach to reach that plateau. Soboleski recorded her 300<sup>th</sup> win at Edinboro during the season. A pair of Fighting Scots earned AVCA All-Atlantic Region accolades. Sydney Trathen was a first team selection and Cierah Jackson earned honorable mention honors. Trathen was also a second team D2CCA All-Atlantic Region choice. A trio of Fighting Scots received All-PSAC honors. Trathen was a first team selection, Challen Litwiler and Jackson were named second team honorees. Trathen also was a CoSIDA Academic All-America All-District® Volleyball Team selection.

### **WOMEN'S SOCCER (7-7-3)**

The women's soccer team won its final two matches to end the year with a 7-7-3 record. Ashley Mutkus would end the year setting school records for career goals and points. The senior received numerous postseason honors, including United Soccer Coaches NCAA Division II Women's All-Atlantic Region Team honors, named to the second team. She was previously named to the D2SIDA All-Atlantic Region first team and was also a first team All-PSAC honoree. Coleen Broadman earned second team All-PSAC recognition.

### **CROSS COUNTRY**

The men's and women's cross country teams enjoyed outstanding seasons under second-year coach Ryan Foster. The women's team featured five freshmen at the head of the pack, and went on to win the PSAC Championship and NCAA Division II Atlantic Regional. They placed 19<sup>th</sup> at the NCAA Division II national Championships. Foster was recognized as both the PSAC Women's Cross Country Coach of the Year and USTFCCA Atlantic Region Women's Coach of the Year. Stefanie Parsons was voted the PSAC Freshman of the Year. Parsons finished second at the PSAC Championships and led a group of four Edinboro runners to earn All-PSAC honors. She was joined by Hope Pietrocarlo, Brooke Messinger, and Jasmine Fehr. Parsons came in fourth at the Atlantic Regional, and was joined as an All-Region runner by Fehr, Messinger, Abbey Lang, and Pietrocarlo.



**MEN'S TENNIS**

Vitor Albanese became the first player in PSAC history to win three PSAC singles championships. Before he claimed the singles crown, he teamed with Daniel Fernandez to win the PSAC doubles title. The duo also captured titles in the ITA Atlantic region Championship, with Albanese winning his second straight singles title, and teaming with Fernandez for the doubles crown, the first by an Edinboro duo. Albanese and Fernandez competed in the 2017 ITA Oracle Cup in Rome, Georgia. A year ago, Albanese was the first Fighting Scot to win the ITA regional title. Albanese would finish eighth in singles play, and Albanese and Fernandez were fourth in doubles action.

**WOMEN'S TENNIS**

Laura Lopez reached the quarterfinals in singles play in the PSAC Singles and Doubles Championships. The Fighting Scots were 2-0 in the fall.

**WOMEN'S BASKETBALL (15-2)**

The women's basketball team opened the season with nine straight wins, including a victory over second-ranked Virginia Union, the national runner-up a year ago. Both losses have been to nationally-ranked teams – 10<sup>th</sup>-ranked California (Pa.) by three points and third-ranked IUP by six points. Edinboro is currently ranked 15<sup>th</sup> in the latest WBCA Division II Top 25. Head coach Stan Swank broke the PSAC record for most wins by a coach – either men's or women's – when he won his 560<sup>th</sup> career game on December 2 at Mansfield. He has boosted his win total to 569 wins.

**MEN'S BASKETBALL (11-6)**

Picked to finish eighth out of nine teams in the Western Division in the PSAC coaches' preseason poll, the men's basketball team is off to its finest start under fifth-year head coach Pat Cleary. They got off to a 9-2 start before hitting a tough stretch lately which includes two last-second losses to a pair of top teams in the PSAC, Kutztown and IUP. The Fighting Scots upset eighth-ranked Shippensburg. Senior guard Jaymon Mason has moved into second place in career scoring with 1,803 points. Fellow senior Keshawn Liggins was recently named to the Bevo Francis Award Watch List. The award recognizes the top small college player.

**WRESTLING (3-3)**

Early-season injuries have hampered head coach Tim Flynn, and as usual they are facing a difficult schedule. The losses have come to a pair of 10<sup>th</sup>-ranked teams, Lehigh and Virginia Tech plus 19<sup>th</sup>-ranked Rider. The Fighting Scots were ranked early in the season. Edinboro has five nationally-ranked wrestlers – Sean Russell (125 lbs.), Korbin Myers (133 lbs.), Andrew Shomers (157 lbs.), Ty Schoffstall (174 lbs.), and Billy Miller (hwt.).

**SWIMMING**

The men's and women's swimming team will swim in their last dual in late January before getting ready for the PSAC Championships in February. A total of 13 men and 13 women have qualified for the PSAC Championships. The men's team has a 1-4 record, while the women are 2-3.

### **INDOOR TRACK & FIELD**

The women's indoor track & field season is just underway, with one meet taking place in January and one last week. The Fighting Scots already have a pair of NCAA provisional qualifiers, with Jasmin Fehr qualifying in the 800-meter run and Gabby Schultz in the shot put.

### **WHEELCHAIR BASKETBALL**

The wheelchair basketball team hosted its final home tournament in late January. Head coach Jim Glatch's team has a 10-9 record. Former standout Trevon Jenifer, who won two Paralympic medals, has been selected to the 2018 U.S. Men's National Wheelchair Basketball Team. Jenifer will represent Team USA as they prepare for the IWBF World Championships in Hamburg, Germany, August 16-26. Current players Chayse Wolf, Kevin Athlerly, and Will Speed and former player Tommie Gray were also among the players selected to try out for Team USA.

**Finance and Administration – Report  
Edinboro University Council of Trustees  
February 13, 2018**

**Finance and Administration**

- Developed PowerPoint for Council of Trustees to clarify the University's accounting of ESCO projects.
- Chair committee reviewing Athletic scholarships to determine appropriate amount for the 2018-19 academic year.

**Financial Operations**

**Accounting**

- Continue the reconciliation of individual funds and provide information to auditors for work on the small accounts audit.
- Completion of the 2017 IRS form 1099 process and submission

**Bursar**

- Bursar and staff focused attention on the Fall 2017 students with financial holds preventing Spring 2018 registration. On November 7, 2017, there were 456 students with past due balances totaling \$1,845,820.16. Office of the Bursar staff called all students on the list and reviewed missing aid requirements and options for private loans.
- Currently, 92 students are unable to register for Spring 2018; A/R balance \$364,854.27 for that population. This means \$1,480,965.89 was collected on the Fall population.
- Bursar's office is currently auditing the Spring 2018 bills and accounts process in preparation for the Spring 2018 aid disbursement scheduled to take place on February 5, 2018.
- Touchnet implementation has kicked off with a "scope" meeting on January 9, 2018 and ITS/Accounting/Bursar training January 29-30.

**Facilities and Dining**

- Completed Van Houten Dining Hall Renovation.
- Completed roof replacement on Compton and Alexander Halls as well as envelope repairs to Alexander.
- Completed Dome LED Light Replacement.
- Replaced 9 Medium Voltage Switches on Campus; NOTE – remaining two switch replacements to take place during Spring Break period.
- Completed Loveland Annex Welding Shop Exhaust.
- Completed Compton Hall Basement HVAC Replacement.
- Completed Highlands 6 Medium Voltage Feeder Repair.
- Updated Construction & Planning Website.
- Completed December Commencement Set-up / Tear down.
- Assisted with Highlands student relocations to ensure successful project completion.
- PASSHE Board of Governors approved execution of capital Library Renovation Project.
- Removed tons and tons of snow!

**Finance and Administration – Report  
February 13, 2018 – EU Council of Trustees**

**Purchasing**

- Oversaw RFP process and awarded contract for strategic marketing services. The successfully contracted vendor will begin to provide needed marketing and advertising services.
- Oversaw RFP process and awarded contract for audio-visual equipment and installation at the Leader Speech & Hearing Center. The Speech & Hearing department to have equipment that allows for monitoring and recording HD video and audio for eight observation rooms and will also provide 2-way communication between the clinician and control room.
- Set up an Amazon Business account for use by University end users; thus, allow for free shipping on qualifying orders, pricing & quantity discounts and tax exemption support.

**Budget**

- Assisted with the transition of the new Interim Vice President of Finance and Administration.
- Completed December 31, 2017 E&G Budget Projection.
- Assisted auditors from Clark-Hill relative to athletics by providing requested data.
- Conducted two Finance Training sessions for staff.
- Budget Director met with and provided data to representatives from the Bonadio Group who were contracted to conduct an analysis of the Office for Students with Disabilities operations.
- Budget Director provided data and met with Admissions office staff to finalize the FY 2019 scholarship budget for E&G used to assist in the recruitment of students.

**Environment, Health and Safety (EHS)**

**Access Control**

- PASSHE completed a facility security audit of the campus. Five findings were noted and corrected.

**Asbestos Abatement/Encapsulation**

- Completed the encapsulation of the asbestos fire proofing on the ground floor of Doucette Hall. The first and second floors are to be completed this summer.
- Completed asbestos abatement and encapsulation in various areas of Van Houten Dining Hall for the dining hall project.

**Chemical Safety**

- Established a University wide Chemical Hygiene Plan for all laboratories on campus.
- Completed the semi-annual inspection/testing of all emergency eyewash/safety showers on campus.

**Emergency Preparedness**

- In conjunction with Marketing and Communications, EHS established a dedicated website that is devoted to the University's emergency preparedness. [Ready.edinboro.edu](http://Ready.edinboro.edu).
- Updated the University's emergency procedures
- In conjunction with Information Technology Services, EHS improved the EU Shield Mass Notification System's capabilities by adding emergency alert features to University computers and televisions.
- Conducted the quarterly test of the EU Shield Mass Notification System.
- NOAA has recognized Edinboro University as a Weather-Ready Nation Ambassador. The Weather-Ready Nation Ambassador initiative is an effort to formally recognize NOAA partners who are improving the nation's readiness against extreme weather, water, and climate events. As a Weather-Ready Nation Ambassador, Edinboro University is committed to work with NOAA and other Ambassadors to strengthen national resilience against extreme weather.

**Finance and Administration – Report  
February 13, 2018 – EU Council of Trustees**

**Fire Safety**

- Completed quarterly fire drills for all residence halls.
- Replaced the University's central station alarm monitoring receiver.

**Insurance**

- The Commonwealth's large loss property insurance carrier, AIG, conducted a site visit. AIG is going to work with EU to improve its flood mitigation efforts.

**Information Technology Services (ITS)**

- Protected and repaired flooded classrooms in Cooper.
- Completed 6 new Classroom Technology Upgrades
  - Crawford
  - Compton
  - Hendricks
- Began testing/preparing the AV requirements for the hybrid MBA Program.
- Procured/installed AV equipment for Van Houten renovation.
- Repaired video wall at the Pogue Student Center.
- Developed staff computer life cycle replacement program.
- Adobe removed one of our serialization keys giving us about a week to reserialize 2500 computers. Wrote script and deployed in mass.
- Improved faculty test scanning procedures.
- Created statistical application to better track usage of thin clients and computer lab usage.
- Upgraded Palo Alto firewall to eliminate vulnerability on the management interface.
- Patched 15 servers for web logic vulnerability.
- Developed new portal for COT members.
- Event Management Software (EMS) - campus room scheduling system upgraded.
- Integrated EU Shield emergency alert system with campus cable TV system.

**Institutional Research (IR)**

- Preparation of Academic Review Data – providing the 2017 data for the department review analysis in Academic Affairs.
- Faculty Workload – updated, reviewed and submitted to PASSHE; provides financial component of the academic review process.
- Math Summit – produced detailed analyses of historic math completion rates, DFW rates and placement tests for the review of the Math and Computer Science Department.
- Monitoring and Budget for Enrollment – tracked the recent enrollment decrease; utilized data for projection of 2018-19 enrollment for use in the budget.

**University Police**

- Additional ALICE training has been completed and scheduled for students and staff.
- Training is being scheduled for officers in the areas of community policing and cultural competency.
- Officers are currently going through required annual update training.
- Collective Bargaining Agreement for SPFPA has been ratified. Memorandum for SPFPA Supervisor is still in process.



## COT Meeting – February 13, 2018

Assistant Vice President for University Office of Advancement - Marilyn Goellner

### Fundraising Summary – See Dashboard

- October 1 – December 31: Principal & Major Gifts
  - \$19,700.00 John Calderone Freshman Scholarship
  - \$14,561.00 Julia Wood-Smith Honors Scholarship
  - \$10,000.00 Mineo Family Scholarship
  - \$10,000.00 Dr. Richard H. Kuhn Memorial Honors Scholarship for Biology/Pre-Med
  - \$10,000.00 Will J. Schaaf Scholarship for Legal Studies
  - \$6,250.00 Ellen V. Pearson Peterson Honors Scholarship
  - \$5,000.00 Charles Elliot Rothman Memorial Scholarship
  - \$5,000.00 Wrestling
  - \$5,000.00 National Fuel Scholarship
  - \$5,000.00 Men's Track/Cross Country
  - \$5,000.00 Women's Track/Cross Country
  - \$5,000.00 HCF of Edinboro Manor, Inc. Academic Scholarship
  - \$5,000.00 Jerry and Jackie Longo Endowment
  - \$5,000.00 Art Department Discretionary Fund
  - \$5,000.00 Dr. Robert D. and Regina Gates Scholarship
  - \$5,000.00 Dr. Ruth Nash Thompson Memorial Scholarship
  
- Major Gift Officers travel – Alumni Prospect Visits
  - Philadelphia
  - Edinboro and Erie
  - Pittsburgh
  
- Corporate Meetings – Sponsorships & Prospects
  - RABE
  - Armstrong Cable
  - Edinboro Manor
  - First Energy
  - National Fuel
  - PSECU
  - Sheetz
  - Plyer Overhead Door
  - UTZ

- Community Engagement
  - Presidential Tour in Meadville-- US Bronze
  - Jessica Gray, Director of Annual Giving, appointed as Erie Ambassador with Erie Regional Chamber & Growth Partnership

**Alumni Engagement**

- See Advancement Calendar

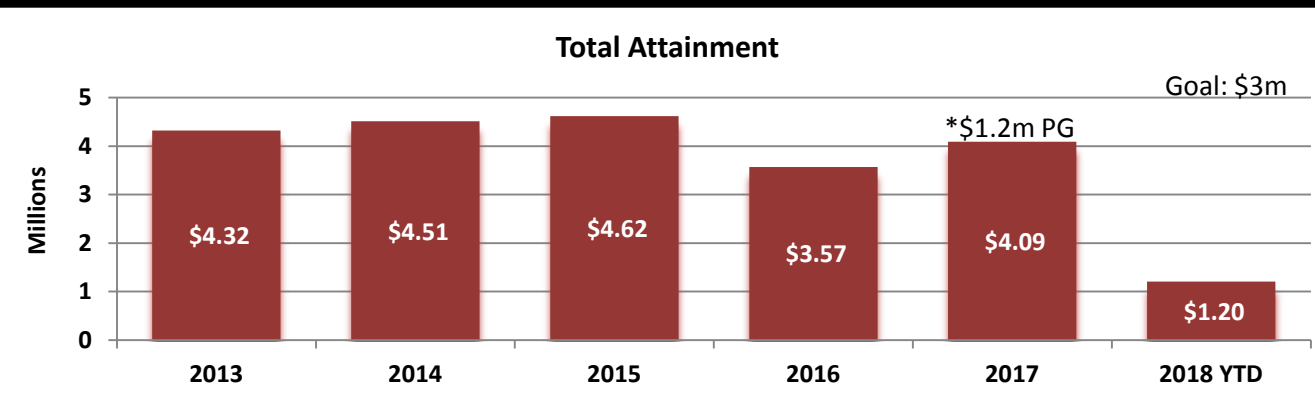
**Edinboro University Foundation:**

- Endowment Market Value December 2017 - \$28,016,280

**Edinboro University Alumni Association:**

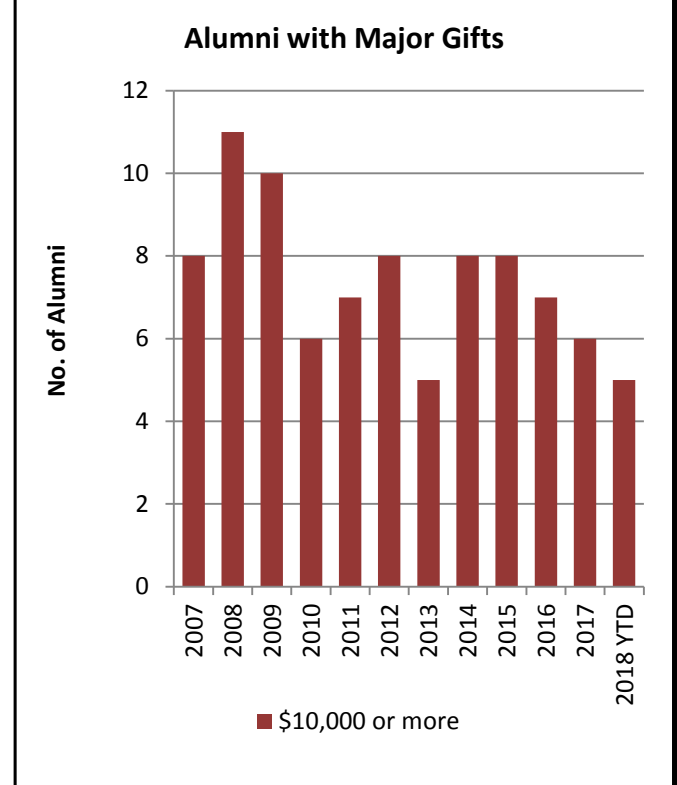
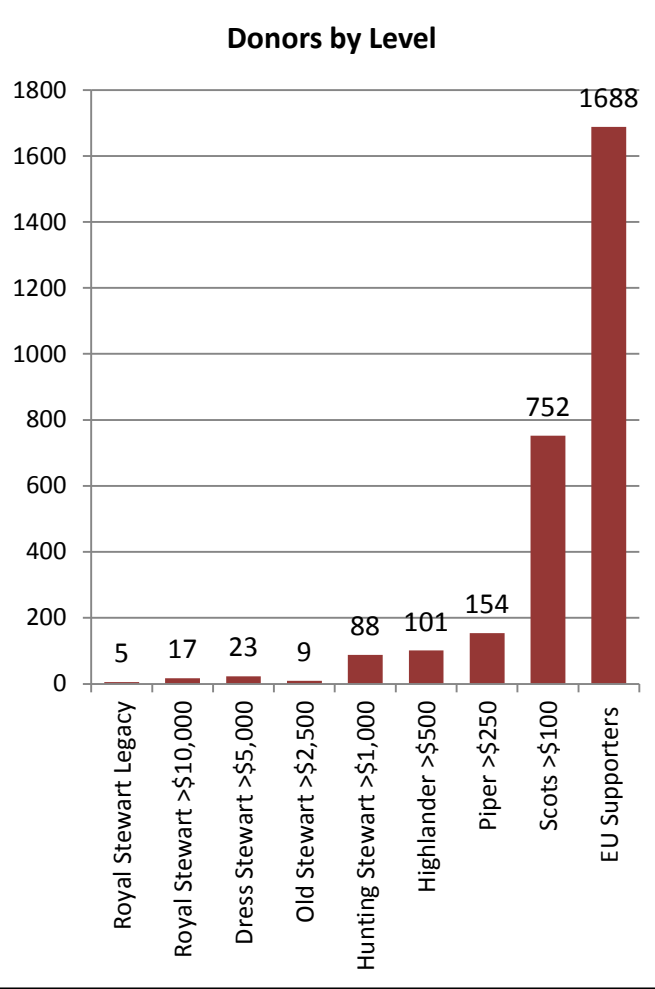
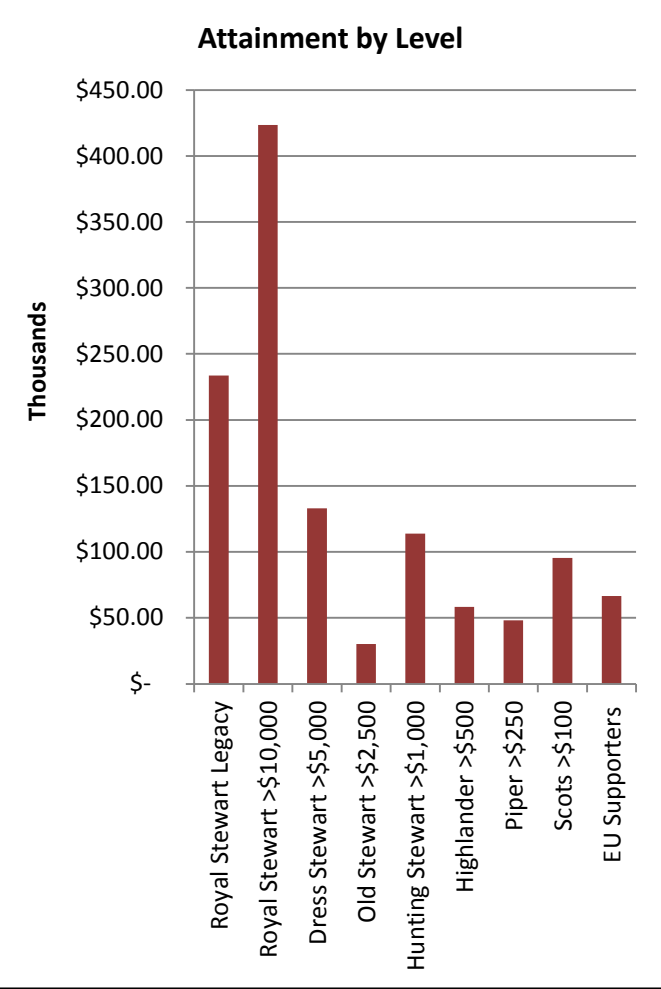
- Fiscal year 2017/2018 – EUAA provided over \$3,500 in support of University alumni initiatives
- Monica Clem, Executive Director of Career Development & Experiential Learning and Linda Kightlinger, Director of Global Education - guests at the February 10 EUAA Board meeting

# Edinboro University Advancement Dashboard



### Top 10 Donors for FY 17/18

	Primary Constituency	Amount
1	Trust/Estate (Friend)	\$ 193,541.37
2	Corporation	\$ 101,025.00
3	Corporation	\$ 67,500.00
4	Family Foundation	\$ 40,000.00
5	Family Foundation	\$ 35,000.00
6	Family Foundation	\$ 25,000.00
7	Corporation	\$ 20,000.00
8	Trust/Estate (Emeritus)	\$ 20,000.00
9	Alumna/us	\$ 19,700.00
10	Trust/Estate (Alumna/us)	\$ 14,561.00



### Open Proposals by Gift Level (minimum \$2500)

Type	Asks	Ask Amount
Leadership (\$25,000 +)	20	\$ 1,050,002.00
Major (\$10,000-\$24,999)	7	\$ 102,000.00
Principal (\$2,500-\$9,999)	9	\$ 43,000.00





# Advancement Calendar

1/24/2018

Philadelphia-area alumni/prospect meetings – M. Goellner	January 25-26
EAB Advancement Workshop @ Millersville (M. Goellner, J. Chacona, Scott Miller, Roy Shinn)	January 31-Feb 1
Denver-area alumni/prospect meetings – M. Goellner	February 14-16
Charlotte, NC Select Alumni Gathering	February (TBD)
Chicago-area area alumni/prospect meetings – M. Goellner	February 20-23
Florida Prospect Visits – M. Goellner/H.F. Walker	March 11-13
NCAA Wrestling Championship – Quicken Arena-Cleveland Select Alumni Gathering (time TBD)	Thursday, March 15
Grad Fair – Pogue Center 12-6pm	Tues/Wed - April 10-11
Student/Benefactor Scholarship Reception– Pogue Center 5 pm	Wednesday, April 18
Distinguished Alumni Awards – Alumni House 6 pm	Friday, April 20
Pittsburgh Presidential Tour	April 26-27
Farewell Fest for seniors – Pogue/Alumni House Toast 2-6 pm	Sunday, May 6
May Commencement	Saturday, May 12
EU & Friends Alumni Day @ PNC Park 4:05 pm <i>Pittsburgh Pirates vs. Arizona Diamond Backs</i>	Saturday, June 23
Theta Chi Reunion – EU Campus	July 20-21
Homecoming Weekend - September 28-29	
Alumni & Friends Golf Outing 8:30 am – 3 pm	Friday, September 28
Class Reunion Celebration – Alumni House 6-8:00 pm	Friday, September 28
Athletic Hall of Fame Reception (tentative)	TBD
Alumni House – Open House 9-Noon	Saturday, September 29
Alumni & Friends Beer Garden Noon-2pm	Saturday, September 29
Athletes of the 50s-60s Dinner (tentative)	Saturday, September 29
Fighting Scots VIP Seating – Home Football Games	
President’s Club & athletic donors and prospects (Z-Dome Lot) 10:30 am	Saturday, September 15
Special guests (TBD), Parade Marshalls, past Kings & Queens, Athletes of the 50/60s	Saturday, September 29
COT, EUAA, EUF, Advisory Boards, AHOF members, Royal Stewart Legacy Society	Saturday, October 20
Athletic sponsors, corporate sponsors, EITC donors, WEDnet organizations	Saturday, November 3
Senior Day & All Parents	Saturday, November 10

# Enrollment Management Report

Tuesday, February 13, 2018

## Admissions Initiatives

1. Auto Decision - Auto Decision is live in Banner Production after successful testing in DEVL. When an application becomes complete and is sent to Banner from Recruit, the Auto Decision job will run every morning to accept applicants from the previous day that meet the criteria of a minimum HS GPA of 3.1 and minimum Combined Composite SAT score of 1040 or minimum Combined Composite ACT score of 21. The majors of LECOM and Nursing are excluded.
2. Assistant Director of Admissions are assigned as Department Liaisons – The admissions staff are assigned to departments in an effort to work together to increase recruitment and enrollment of new students.

## Financial Aid Initiatives

1. Award Letters for 2018-2019 - We are providing more information in the award letter notice to all new students. We are providing a packet of useful information to help students and parents understand the process and terminology related to financial aid.

## Veterans Success Center Initiatives

1. Increased Veteran Academic Success - At the end of the fall 2017 semester there were no academic suspensions of military related students and there was a continued decrease in students on academic probation, from 17 in fall 2016 to 11 in fall 2017. This follows the trend of the last three years of decreasing academic probations and suspensions in the military related population at Edinboro.
2. Strong Graduation Numbers for Veteran Students - The end of the fall 2017 semester 13 students graduated. This number maintains the graduation rate from fall of 2016 and along with the number of 29 military related graduates in the spring 2017 semester. This demonstrates the success of Edinboro University's academic programs and our military related students.

# Marketing and Communications Report for Council of Trustees

February 2018

## Laying the Foundation: Elevating our Game

We continue to work on many fronts to right the course of EU's Office of Marketing and Communications. We are elevating our strategy and our operation, which includes partnering with a team of outside professionals to expand the capacity of our in-house staff.

Following are highlights of work that is either under way or planned.

- **Yield and Melt Prevention are Marketing Priorities**

Our contract with Pittsburgh-based BD&E is now fully executed. This means that BD&E, which has extensive experience with higher education clients, will become our agency of record. They will provide comprehensive assistance in honing our message and positioning EU as an attractive option for prospective students.

For the short term, working in partnership with BD&E and Admissions, the focus of our marketing efforts will shift to 1) yield – using messaging to drive admitted students to enroll and 2) melt-prevention – generating messaging to ensure we do not lose students who have already deposited. This is a much more targeted approach than broad-based, awareness advertising, but has the potential to pay bigger dividends at this stage in the student-recruitment cycle.

- **Website: Efforts Continue to Strengthen our Most Important Tool**

As noted in my last report, websites are by far the most important marketing communications tool for colleges and universities. We continue to work on short-term refinements to our current site even as we look forward to a site overhaul.

Improvements to the academic landing pages have been central to our work this quarter.

Looking ahead, we will place increasing emphasis on web analytics and search engine optimization (SEO). The former will inform our content strategy and site navigation. As for SEO, recent research findings from Ruffalo Noel Levitz, a leader in providing strategic enrollment management and fundraising services, show that both parents and students use search engines to find content on a college website.

We want to ensure our web pages are optimized. Put another way, we want to make certain our pages are at the top of the list when a prospective student or parent searches for an academic program, a veterans friendly institution, etc.

The Ruffalo Noel Levitz findings are included in its 2017 E-Expectations report. The report features new trend data and key insights gleaned from a survey of college-bound high school students and their parents. The report also indicates that while prospective college students want to feel they are a good fit for an institution, their parents are more likely to search for details about a school. This reinforces the need to ensure our website meets the needs of parents, as well as their sons and daughters.

- **Stepping up Digital Advertising**

Ruffalo Noel Levitz also found that digital advertising strategies are growing – nearly two-thirds of high school sophomores and half of juniors have clicked on paid ads for colleges. We have been increasing our digital advertising presence, which is much more cost-effective than traditional advertising and allows us to better target our market.

- **Alumni Communications: Arming our Potential Sales Force**

We want well-informed and engaged alumni who are proud of EU, support it and serve as ambassadors for us. To that end, we'll be working with Advancement colleagues to enhance alumni communications. Our redesigned and re-envisioned university magazine, "the Boro," is just one tool to keep alumni better informed.

Magazine content will place an increased emphasis on student and faculty stories, outcomes, academic excellence and experiential learning.

The first edition of "the Boro" is due out in a few weeks. We'll look forward to your feedback!

- **Better Informing the Campus Community: A New Internal Communications Plan**

We want to keep faculty, staff and students informed and engaged in order to 1) improve student retention 2) create a greater sense of community 3) improve morale and 4) equip the campus community so it is a formidable sales force.

We have a solid internal communications plan in place that focuses on both internal communications tools, as well as a content strategy. You will hear more about this plan in the not-too-distant future.

## **Conclusion**

We will continue to lay the foundation for a well-honed and fully functioning Marketing and Communications effort. The work will take time and it is unlikely its impact will be significantly felt in the near term. That being said, with resolve, we will take the right steps, refining as we go.