

EDINBORO UNIVERSITY
Council OF Trustees

September 27, 2018
8:30 a.m. – 3:30 p.m.
Crawford Center Conference Room

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

Agenda

Study Session 8:30 a.m.-12:30 p.m.

8:30 a.m.

Welcome – Chairperson Frampton

1. Talking Points for Chancellor visit
2. Dates for 2019 COT meetings

Interim President Hannan's Report

1. Start of Academic Year Update

Academic Affairs, Interim Provost and Vice President for Academic Affairs, Dr. James Fisher

1. Academic Program Changes

Finance and Administration, Interim Vice President for Finance and Administration, Mr. James Sheehan

1. Certification of Compliance with BOG Policy 1985-04-A: University External Financial Support
2. Proposed FY 2018-2019 Budget
3. Multi-year Budget Projection
4. Contracts and Purchases – July and August, 2018

Student Affairs, Associate Vice President for Student Affairs, Dr. Stacie Wolbert

1. Comprehensive Housing Study

Executive Session 1:00p.m.-2:30p.m.

1:00 p.m.

Executive Session (Lunch included)

2:30 p.m.

Quarterly Business Meeting 2:30p.m.-3:30p.m.

2:30 p.m.

**Welcome, *Chairperson Frampton* Opens the Meeting
Roll Call and Public Comment Period**

Welcome - EU Student Trustee Kyle Hurysz

Old Business

Action:

- Minutes – Quarterly Business Meeting held on July 24, 2018

New Business

Action:

- Posthumous Honor of the Contributions of Representative Flo Fabrizio
- Proposed Meeting Dates for 2019

President

Interim President Michael Hannan

- President's Report to the Council of Trustees

Academic Affairs

Interim Provost and Vice President for Academic Affairs, Dr. James Fisher

- Academic Affairs Report

Action:

- Interim President Hannan recommends approval of the reactivation of BA Art History

Finance and Administration

Interim Vice President for Finance and Administration, Mr. James Sheehan

- Finance and Administration Report

Action:

- Interim President Hannan recommends approval of contracts and purchases as reviewed by the Council of Trustees for the period of July and August 2018

Action:

- Resolution – Certification of Compliance with Board of Governors Policy 1985-04-A: University External Financial Support

Action:

- Interim President Hannan recommends approval of the proposed 2018-2019 budget.

Enrollment Management

Vice President for Enrollment Management, Dr. William Edmonds

- Enrollment Management Report

University Advancement

Vice President for Advancement, Ms. Marilyn Goellner

- Advancement Report

Student Affairs

Associate Vice President for Student Affairs, Dr. Stacie Wolbert

- Student Affairs Report

Marketing and Communications

Assistant Vice President for Marketing and Communications,

Ms. Angela Burrows

- Marketing and Communications Report

Executive Committee/Representatives Reports

Trustee Harold Shields

- PACT Executive Committee Report

Trustee Daniel Higham

- Alumni Board Report

- USI Report

Chair Dennis Frampton

- Foundation Board Report

3:30 p.m. Close

NEXT Meeting of the EU Council of Trustees is December 14, 2018 – Study Session

EDINBORO UNIVERSITY COUNCIL OF TRUSTEES
September 27, 2018 Meeting
Academic Affairs Report
July-September 2018

University Recognition

- [Best MSW Programs](#) ranked Edinboro University's Master of Social Work program No. 20 on the 50 Best Online Masters of Social Work Degree Programs 2018 list.

Faculty Recognition

- **Dr. David Hurd** (Department of Geosciences), Director of the Edinboro University Planetarium, is the recipient of the 2018 Richard H. Emmons Award for Excellence in College Astronomy Teaching, awarded by the Astronomy Society of the Pacific. The Emmons Award is the only global award that recognizes a lifetime of astronomy education. The award honors Dr. Hurd's service to college-level students as well as his outreach to K-12 students and the community.

Student Accomplishments

- Geology major **Hunter Klobuchar** and Communication Studies major **Tyler Waltenbaugh** spent three weeks this summer conducting research on brook trout in Pennsylvania streams and presented the results at a meeting of Trout Unlimited in Bellefonte, PA.
- In August, Edinboro senior **Derrick Goodenow** was published in the Ninth Edition of *So You Want to Be a Financial Planner: Your Guide to a New Career*. He wrote about his experience in Edinboro's Personal Financial Planning (PFP) program. Derrick, a Business Administration major, is the current president of the University's Personal Financial Planning Club.
- **Edinboro ROTC students** had a busy, challenging, and productive summer and early fall:
 - Six Cadets attended and graduated Basic Camp. These Cadets are now fully integrated into the ROTC program as MS IIs and MS IIIs.
 - Eleven Cadets attended Advanced Camp this summer at Fort Knox. Sixty percent of the Cadets who attended received an outstanding or excellent rating on their camp evaluation. One Cadet was unable to complete camp as a result of an injury.
 - MS II Cadet Alexander Taylor was also able to participate in Advanced Camp this summer as OPFOR (opposing force in wargame scenarios).
 - Cadet Cameron Silvis traveled to Fort Brag this summer for CTLT (Cadet Troop Leader Training). He was integrated into C TRP/ 3-73 CAV where he was mentored by a Platoon Leader and participated in a Troop Live Fire.
 - Three Cadets attended CULP (Cultural Understanding and Language Proficiency) this summer: Cameron Silvis traveled to Angola; Owen Tshudy traveled to Paraguay; and Ethan Dennis traveled to Thailand.

- Cadet Kyle Kanell attended Project GO this summer. Project GO “promotes critical language education, study abroad, and intercultural dialogue opportunities.” Cadet Kanell travelled to Morocco, where he studied Arabic.
 - Two Cadets attended and graduated Air Assault School this summer where they earned their Air Assault wings. Cadet Chad Rogers attended school at Fort Benning, while Cadet Ethan Dennis attended school at Fort Campbell.
 - Following her completion of advanced camp, Cadet Amber Bokshan attended the NSTP (Nurse Summer Training Program). During the program, Cadet Bokshan worked in the Mother Baby/ Postpartum unit at Carl R. Darnall Army Medical Center, Fort Hood. While she was there she also earned the Pre-Hospital Trauma Life Support (PHTLS) certification.
 - As part of SHARP (Sexual Harassment/Assault Response and Prevention) training, Edinboro Cadets, in conjunction with the Edinboro University Police, conducted a “Blue Light Run” on September 7. Cadets ran to all of the blue lights on campus and set each one off. This served a number of purposes, including ensuring that each light works, that Cadets know the location of the lights and how to use them, and bringing attention to SHARP-related issues both in a college and Army setting. Edinboro ROTC is currently working with the university to schedule Title IX training for Cadets, as well as planning an internal SHARP briefing to the Cadets.
 - Cadets, along with other student groups, volunteered to help students and families on move-in day. In addition, Cadets conducted the Color Guard during the University’s freshmen convocation.
- **Kaitlyn Hallock**, who graduated *summa cum laude* this past May, was the recipient of the 2018 Sigma Alpha Iota National Collegiate Leadership Award. This is the highest honor a collegiate member of the international music fraternity can achieve.
 - **Donald Seagreaves ’16**, BSBA in Personal Financial Planning, was named to the All-Academic Team for Alpha Kappa Psi, the national Professional Co-Ed Business Fraternity.

Campus Programming and Community Outreach

- Five new **on-site programs and classrooms in Butterfield Hall** were launched this fall semester through the School of Education:
 - The **Boro Little Learners Academy** is a preschool providing children ages 3-5 early learning opportunities. The Director of the Little Learners Academy is Professor Robin Howell (Department of Early Childhood and Reading).
 - The **Children’s Center**, in partnership with Pittsburgh’s Western Pennsylvania School for the Deaf, offers quality preschool programming tailored to deaf and hard-of-hearing children.
 - On Wednesdays and Fridays, the **art therapy studio** of Edinboro’s Art Therapy program is now open for use by students, employees, and community members. The studio is a space for people connect with each other, produce art, and work through issues like anxiety, stress, or depression in a safe and accessible place.
 - The **Dr. Mary Jo Melvin Literacy Center**, established in 2007, provides quality literacy materials for the campus and regional communities. The Center was recently renovated

with additional books and materials as well as a series of murals depicting characters from classic children's books.

- The University has new **mock counseling labs** that allow Counseling, Psychology, and Education students to engage in practice counseling sessions under the direct supervision of trained instructors.
- The Department of Communication, Journalism and Media, in collaboration with the Center for Career Development and Experiential Learning, are opening an on-campus **Speaking and Presentation Center** in the fall semester. Undergraduate and graduate students will receive support in conducting research, creating outlines, practicing delivery of presentations, and using technology in speech preparation. The center will be located on the second floor of the Baron-Forness Library, in the Center for Career Development and Experiential Learning.
- FirstEnergy Foundation provided a \$20,000 grant to support Edinboro University's **Center for Branding and Strategic Communication** (part of the Northwest Pennsylvania Innovation Beehive Network). The Center assists start-up regional businesses by providing services in graphic and web design, video production and comprehensive public relations. In addition, grant funds were received from the ARC, EDA, and Ignite Erie in support of the new center.
- Edinboro's Global Education Office, in conjunction with faculty members in several academic departments, announced a range of **study abroad programs** that will take place in the spring and summer of 2019:



The poster features a globe with an airplane flying over it, and a stack of books. The text is as follows:

2019 Faculty-led Study Abroad Programs

Spring Break

Dominican Republic March 1-7	Edinburgh & London March 2-9
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Summer

Belize June 9-23	China May 16-30	Ireland May 16-25
Japan May 14-23	Spain, France, Italy May 20-29	Thailand June 7-28

Click on the Study Abroad icon on your My Edinboro Portal to learn more!

- The [Center for Career Development and Experiential Learning](#) welcomed two new assistant directors this summer. **Peter Ostrander** and **Christina Moreschi** will assist students with their career and professional development goals, specifically offering the following services:
 - Career & personality assessments
 - Individual and group career coaching/planning
 - Internship and job searching

- Professional writing
 - Hands-on learning opportunities
 - Graduate/professional school planning
 - Occupational data and projections
 - Choosing and/or changing majors
 - Networking
 - Interview preparation
 - Presentations and workshops
 - Personal branding and professional development
- On September 6-10, Edinboro University held the **25th Annual Edinboro Highland Games**, organized by Dr. Tim Thompson, Dr. Melissa Gibson, (both of the Department of Communication, Journalism, and Media), and Beth Zewe (Director of the Office of Continuing Education and Workforce Development and University Ombudsperson), with support from Edinboro’s Student Government Association. The Highland Games brings 5,000 visitors to the campus and is enjoyed by many Edinboro students and student groups, who volunteered, provided games for kids, staffed booths providing information and selling student-made goods, and participated in numerous events, including Bonfire Friday, the Plein Air competition, archery, disc golf, and many musical performances. Signature events include the U.S. National Scottish Fiddle Competition and Regional Scottish Fiddle Competition; the U.S. National Scottish Harp Championships and Regional Harp Competition; a sanctioned Highland Dance Competition; a sanctioned Solo Bagpipe and Drum Competition; and the Pro/Am Heavy Athletic Competition.
 - The **Edinboro University Planetarium** will celebrate 50 years of informational entertainment on September 29. Fall 2018 events that have already occurred include the following:
 - September 5: “What’s Up Wednesday”: The name says it all. Explore current constellations and other objects visible in your backyard.
 - September 8: “Celtic Nights”: In conjunction with the Edinboro Highland Games & Scottish Festival, the Edinboro University Planetarium journeyed to Edinburgh, Scotland, to relive the night sky over Edinburgh while learning about Celtic constellations, Scottish traditions and mythology.
 - September 10: “Legends of the Night Sky”: This enchanting tale included all the ingredients that make Greek mythology so interesting: love, heroism, betrayal and combat to the mortal end.
 - September 18: “Fall Nights”: The EU Planetarium staff explores the real reason for the seasons.
 - The **Eighth Annual Potterfest**, organized by Dr. Corbin Fowler (Department of English and Philosophy), was held September 15-23. Potterfest is not just a celebration of all things Harry Potter, but also an academic event for students, scholars, and the community. Signature activities include the Potterbowl Trivia Contest, a scavenger hunt, several Potter-related academic presentations, and a Quidditch match.
 - On September 19-20, **Edinboro University’s Clay Club** sponsored a lecture by artist Eric Botbyl and demonstration workshops.

- The **School of Education Candidacy Ceremony**, where Edinboro Education students will be recognized for their good work and “pinned” as teachers, will be held on September 27, with special guest Noe Ortega, Deputy Secretary for the Office of Postsecondary and Higher Education at the Pennsylvania Department of Education.
- **Dr. Jim Fisher**, Interim Provost and Vice President of Academic Affairs, gave a presentation on September 20 as part of Edinboro University’s annual Constitution Day events. Dr. Fisher led a public discussion on “The Future of Abortion Rights in America.”
- **Dr. Stephen Sullivan**, Associate Professor in the Department of English and Philosophy, gave this academic year’s first Edinboro Social Equity Distinguished Lecturer Series presentation, on September 25. Dr. Sullivan discussed “Donald Trump’s Theory of Justice.”
- At their September 27 meeting, the Edinboro Biology Honors Society, Beta Beta Beta, welcomed **Dr. David Montefiore**, a 1978 Edinboro graduate and current Duke University Medical Center Professor and Director of the Laboratory for AIDS Vaccine Research and Development. He gave a presentation, “A Path to a Vaccine for HIV.”
- On September 28, the Department of Communication Sciences and Disorders will host the **30th annual Speech-Language-Pathology Alumni Conference**. The conference has a long tradition of bringing leading figures from speech-language pathology and audiology to Edinboro to share their expertise with our students, clinical preceptors, and area practitioners. This year features two full-day sessions: Deborah Dixon will present on school-based practice, and Vince Clark will address how to make flexible endoscopic examination of swallowing accessible in a rural healthcare setting.
- During the end of September and beginning of October, the Center for Faculty Excellence and the Department of Social Work will host a **five-part documentary series titled *The Trade***, which sheds light on the opioid epidemic affecting families across the United States. Moderators include Drs. Elaine Rinfrette and David Pugh (Department of Social Work), Elizabeth Gillette (Department of Nursing), Wayne Hawley (Department of Psychology), Sam Claster (Department of Sociology) and Dr. Daniel Snow, of Gaudenzia Erie Inc.
- Several organizations provided **grants to support cultural events at Edinboro**:
 - The Erie County Gaming Revenue provided \$4,118.64 to support the **Edinboro Highland Games and Edinboro University’s Homecoming**.
 - Erie Arts and Culture provided a grant of \$2,392 for the **Edinboro Highland Games and the Edinboro University Chamber Players** to offset the costs of performances.
 - PA Partner in the Arts provided grant support of \$9,000 to the **Chamber Players, Highland Games and Bruce Gallery** to assist with operational costs.
- The Enterprise Development Fund provided \$2,000 to support **academic success initiatives at Porreco College**.
- During the fall semester, students in a Personal Training Course offered by the Department of Health and Physical Education will provide **free personal training** to 12 Edinboro University employees.

- The **Center for Faculty Excellence**, headed by Director Kathleen Dailey (Department of Early Childhood and Reading), offered several professional development opportunities for Edinboro University faculty during the month of September, including training in technology skills and two webinars: “Engaging All Students in Global Learning,” and “Black Men & Their Mental Health: Overcome Barriers, Stigmas & Ensure Academic Success.” Furthermore, throughout the fall semester, faculty members will share their individual professional development experiences with their colleagues by presenting their research and/or scholarly work in CFE forums.
- To prepare for the spring 2019 launch of Edinboro’s **new multi-modal Master of Business Administration program**, the University’s first MBA-specific tenure-track faculty member, Professor Christine Billen, was hired and is working with Graduate Admissions to enroll students.
- Erie Insurance awarded \$15,000 in tax credits to Edinboro University to collaborate with regional school systems to hold **camps and learning experiences for K-12 students** in the areas of STEM, business, communications, and history.
- The Grants and Sponsored Programs department recently **developed a grant writing handbook** to assist faculty and staff. The department also led the PASSHE Faculty Professional Development Council’s application revision process. Finally, this academic year, Grants and Sponsored Programs will offer funding for faculty to pursue professional development related to effective grant writing and submission.
- Edinboro University, through its Office of Continuing Education and Workforce Development, is a partner with the Department of Community and Economic Development’s **WEDnetPA Program**. This program allows Pennsylvania employers to upgrade the skills, education, and training of their new and existing employees. Advanced Technology training and Essential Skills training are available to qualified in-state businesses and out-of-state companies relocating to Pennsylvania. Edinboro University is one of 26 WEDnetPA partners across the Commonwealth. Edinboro University’s 2018-19 WEDnetPA Current Year Funding currently stands at \$222,585. Companies may receive awards in both Essential Skills training and Advanced Technology training. As companies utilize funds, EU may request additional funds to serve our region and additional companies may apply throughout the entire cycle. Current companies receiving funding include the following:
 - Custom Engineering Company
 - Entech Plastics, Inc.
 - ErieTec, Inc.
 - Eriez Manufacturing Company
 - Great Lakes Automation Machining
 - Haysite Reinforced Plastics
 - Industrial Sales & Manufacturing, Inc.
 - J.M. Smucker
 - Machining Concepts, Inc.
 - McInness Rolled Rings
 - Meadville Medical Center
 - Modern Industries, Inc.

- Prism Plastics, Inc.
 - Process & Data Automation, LLC
 - Seco/Warwick Corporation
 - Silgan Plastics
 - Viking Tool & Gage, Inc.
 - The Warren Company
- The first certificate class for the Pennsylvania Department of Environmental Protection (DEP)-approved **Wastewater Operator Certificate Program** has begun with six participants. Instructors consist of area Wastewater Superintendents, certified operators, engineers and lab technicians. This program provides 180 hours of training from September 2018 through May 2019. The program consists of 10 separate components and the components are open to current certified operators for continuing education hours.
 - Edinboro University, in collaboration with the Borough of Edinboro, received Transportation Enhancement funds to **install sidewalks extending to the Giant Eagle plaza on Route 99**, which will provide students and the community a safe walking route. Additional funds were received from the Erie County Gaming Revenue for improvements to downtown Edinboro.

EDINBORO UNIVERSITY

MARKETING AND COMMUNICATIONS REPORT FOR THE COUNCIL OF TRUSTEES

SEPTEMBER 2018

All Systems Go

I am very excited to report that months of work by many people came together in a number of ways during August and September. Here are some key examples:

- **Campus Brand Launch a Success** – “For Those Who Strive,” the University’s brand-essence campaign, was introduced to faculty and staff on Aug. 30 as part of Interim President Hannan’s welcome back address. Later that day, we had a separate reveal for students during the annual fall barbecue.

FOR THOSE WHO STRIVESM

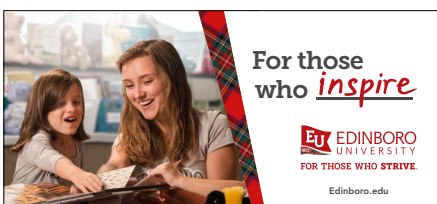
The unveiling represented the culmination of work by BD&E, our in-house Marketing and Communications team, and colleagues from across campus, including the President’s Office, Facilities, Information Technology Services, Chartwells, the Pipe & Drum Band and others. These offices worked hand-in-hand with us to ensure a very successful launch.

In addition to the in-person announcement by Interim President Hannan, the multichannel campaign rollout included a prominent web presence, an aggressive social media push, and email to students, faculty, staff, alumni and parents. In addition, banners large and small, bearing the “For Those Who Strive” brand line are now present throughout campus and students are responding very well.

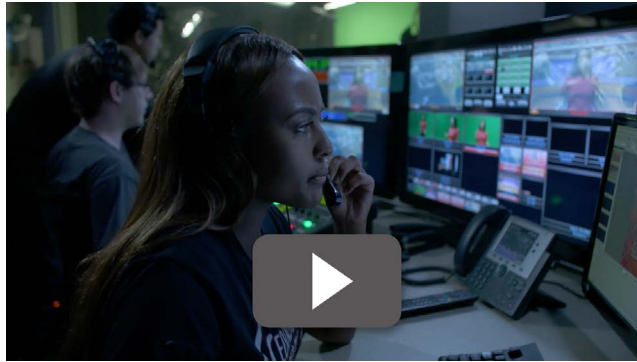
Getting buy-in from the University community before our new advertising campaign goes public this month is critical to the success of our new positioning efforts. Faculty, staff and students have to own our new narrative, core elements of which originated with them and were communicated last spring during conversations with BD&E staff.

- **New Advertising Launched** – Digital ads, TV, radio and billboards are up this month, boldly advertising our “For Those Who Strive” campaign.

Here are samples of the art to be used on billboards:



Our new television spot will launch in the fall:



[CLICK TO VIEW THE TELEVISION SPOT](#)

The traditional ads are aimed at general awareness of the University, while the digital ads are intended for both general awareness and to promote specific programs. Digital ad placements will be ongoing, while placement of television, radio and outdoor ads will coincide with peak times during the student-recruitment cycle.

- **Admissions Materials in Hand** – Our newly designed Admissions materials are in hand or will be within the week. Designed with prospective students and their families in mind, these materials are lean on copy and heavy on photos, testimonials and other proof points to demonstrate the value added of an Edinboro degree.
- **Virtual Tour** – Our website now features a new [virtual tour](#), highlighting key campus locations.

New Academic Programs Announced

We have done aggressive promotion of our new academic offerings. News of the programs has been shared via our website, social media, email and outreach to the regional press. The media picked up on the story and the resulting coverage has been very positive.

Digital advertising will also be used to promote some of these new programs, along with some existing ones.



[CLICK TO VIEW THE NEW PROGRAMS](#)

eSports Announcement Created a Splash



[CLICK TO VIEW THE ANNOUNCEMENT](#)

The Sept. 17 announcement that we'll be launching an eSports program in fall 2019 garnered a great deal of positive visibility. We've been getting very good feedback on social media from students and alumni. Media coverage has been quite extensive, not only in Pittsburgh and Erie, but also in the eSports trade press. A digital advertising campaign is also being developed to promote the program.

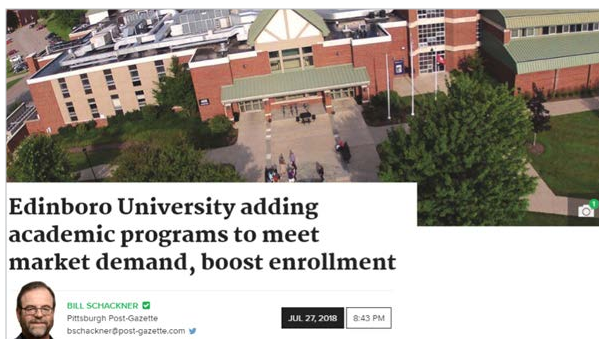
Media Relations Generated Positive Buzz

News of the campaign launch, along with coverage of our new programs and the eSports announcement, created a wave of positive, regional media attention. These efforts, combined with interviews with President Hannan, which focused on our increased admission standards and improved first-to-second-year retention, generated a good deal of positive buzz as we began the academic year.



[EDINBORO STRIVING FOR THE FUTURE](#)

[EDINBORO WELCOMES BACK STUDENTS TO CAMPUS](#)



[EDINBORO ANNOUNCES NEW ACADEMIC PROGRAMS](#)

[EDINBORO ADDING ACADEMIC PROGRAMS TO BOOST ENROLLMENT](#)



[EDINBORO LOOKS TO THE FUTURE - IN ESPORTS](#)

[EDINBORO WILL LAUNCH NEW KIND OF SPORTS TEAM](#)

The Boro Magazine in Production

Work on the fall issue of the University magazine is under way with plans to mail in late November/early December. The cover story package will feature a number of profiles on alumni and students, all of whom reflect the characteristics common among Edinboro students, alumni, faculty and staff – persistence, perseverance and grit. The package will provide an opportunity to tout outcomes and re-introduce the “For Those Who Strive” campaign.

Conclusion

The last two months have been busy ones, but it has been quite satisfying to see things coming together. Our goal is to shift the narrative and to accurately tell the Edinboro story in a compelling way, one that resonates with prospective and current students, alumni, prospective and current parents, faculty, staff and the broader community. We are on our way!

Enrollment Management Report

Thursday, September 27, 2018

Learning Commons Report

1. During the 2017-2018 academic year, the Academic Success Centers on both main campus and the Porreco College delivered or participated in a total of 141 programs. Programs included university-wide events such as Open House and Admitted Student Day, as well as Center-specific programming such as academic workshops and the Major's Fair.
2. Also during the 2017-2018 academic year, the Academic Success Center conducted 3,644 appointments with 1,242 students. Ninety-six percent of students who responded to a survey about their appointment said they would recommend the Center to other students based on their experience.
3. The Academic Success Center is currently working on new programs, including a program for students in the "murky middle" (students with a GPA between 2.0 and 2.9), the working name of the program at this time is "Scot Scholars". A pilot program is set to launch in the spring of 2019. Also being planned is a new university-wide study table program, also set to launch in spring of 2019.
4. The Academic Success Center is actively advertising new positions within the Center for undergraduate students. The Student Success Ambassadors will actively promote the Center to other students on campus, manage the Center's social media, and serve as peer mentors for the murky middle program.
5. Twenty-four TAA students graduated from Edinboro University in May or August of 2018. These students were dislocated workers, primarily from GE who were receiving the Trade Adjustment Assistance federal grant. Edinboro University had more degree and certificate programs approved for TAA funding than any other training provider in the State of Pennsylvania for the 2017-2018 academic year (for a total of 70 programs).
6. The Global Education Office will host Trivia Night – a fundraiser for EU Study Abroad scholarships for students – on October 18th at 5pm in Van Houten North Dining Hall. Cost to participate is \$20 and anyone can register by going to edinboro.edu and typing "trivia night" in the keyword search. Last academic year, the proceeds from this fundraiser provided 23 students over \$12,000 toward the cost of their study abroad experience.
7. During the 2017-2018 academic year, a total of 146 participants (101 of which were students) participated in a study abroad trip. The number of participants increased by 73% compared to the preceding academic year and the number of students increased by 80%.
8. For fall 2018, EU welcomed nine new international students (one graduate, six undergraduates, and one exchange student) from eight different countries (South Korea, Kenya, Chile, Turkey, Nigeria, China, Canada, and Germany). In the spring of 2018, EU was in the top five PASSHE schools for enrollment of international students.

Admissions Initiatives

1. We launched Admissions Social Media accounts this summer for Facebook, Twitter, and Instagram. Snap Chat may be added in the near future. The admissions recruiters also added these social media icons to their email signatures to promote the opportunity for students to engage with Edinboro via these sights.
2. The Edinboro University Application for 2019 went live on July 9, 2018.
3. Edinboro University became a member institution with the Common Application this year and the new freshman application for 2019 went live on August 1, 2018. The new transfer application is still in production and should go live by the end of September.
4. The EAB contracts for the Adult Learner Recruitment, Transfer Collaborative, and Senior Application Marketing Campaign kicked off in early August (after final PASSHE approval the end of July) and we're implementing the plan ongoing with the Senior Application deployment occurring in early October and the Transfer Portal 'go live' in early March.
5. Summer Visit Days – We redesigned the Summer Visit Day programs to include interaction with faculty and a picnic lunch. The programs were well received by our faculty and students/guests who were in attendance. Due to our increased promotion of the programs via direct mail, email, and robo calls we saw an increase the number of students attending compared to summer 2017 – 213 students attended the three programs this summer compared to 133 attending the two programs last summer.
6. Edinboro Elite Mailers, including a personalized letter in a specially designed #10 envelope, were sent to about 56,000 rising high school seniors in August to encourage them to visit campus and apply for admission. The Elite candidates were selected as academically talented students who would meet the admissions matrix and have a high likelihood of enrolling at Edinboro (western PA, western NY, and NE Ohio, as well as students who had previously inquired or visited campus). Advantages for the Edinboro Elite candidates are:
 - a. Priority Application Processing: Beginning in mid-September, students will receive an admission decision within two weeks, once we receive their completed application and materials.
 - b. Scholarships: Automatic consideration for top Edinboro University scholarships.
 - c. Edinboro University Honors Program: Automatic consideration for Honors Program admission.
 - d. Application Fee Waiver: \$30 application fee waived if a student has already visited campus or attends during a future visit (visit opportunities are listed at www.edinboro.edu/visit).
 - e. No Essay or Recommendations are required for application review.
7. Boro Pathways to Success Transitions Program is a program designed to assist African American, Latino, Asian American, Native American, and International (A.L.A.N.I.) incoming freshman in the transition from high school to Edinboro University. Boro Pathways to Success is designed to address issues such as student development, finances, networking and utilizing on and off campus resources to help students be successful. Finally, the program is designed so students to have the opportunity to meet fellow classmates, and begin forming a support system of their own. Students in the program were able to move into their residence hall on Wednesday, August 22nd, and the program continued through Thursday, August 23rd. The Boro Pathways students then join the rest of the new student body by participating in the Welcome Weekend activities.

The program, overall, was a success this year. We had 7 students participate in the event and we are hoping to increase this number next year. Throughout the academic year, the Center for Diversity and Inclusion will continue to follow-up with the students who participated. In addition, each student will be assigned a Pathways Mentor to ensure that each student has continual guidance and a connection to campus resources, such as faculty and staff.

8. The Pittsburgh Promise and Edinboro University recently agreed to a Preferred College Partner Status agreement. The benefits for Edinboro are, inclusion in The Promise's list of Preferred College Partners sent with other "Back to School" materials that were sent to PP homes, inclusion in the fall issue of The Promise's magazine, *p*² and in the list of Preferred College Partners included in future issues of the magazine, a full-page sponsorship ad (free of charge) in an issue of the magazine (this includes an opportunity to be featured in "Ask the President" section), listing on The Promise's website page and linking to Edinboro University website, inclusion in the Preferred College Partners brochure, Campus visit by Promise Ambassadors (senior class high school interns) and promotion of Edinboro to their peers, and promotion of Edinboro University at The Promise's in-school and community outreach programs for PPS students and families. This new Preferred College Partner status will provide students who earn the Pittsburgh Promise Scholarship with additional aid of \$2,500 per year for on-campus housing. The Pittsburgh Promise scholarship is designed to promote post-secondary enrollment for high school graduates from the Pittsburgh Public Schools. Students who have earned the Pittsburgh Promise Scholarship have met a list of requirements that has been designated by the Pittsburgh Promise. The initial round of Preferred College scholarships will be available for incoming first-year students in fall of 2019.
9. We have been working with University Marketing and BD&E over the summer months to develop new publications for admissions recruitment and yield. The new high school senior inquiry mail flow (students who have shown an interest and inquired, visited campus, met with an admissions rep at their high school or a college fair, etc.) includes the following five mailings:
 - a. Viewbook mailing with personalized letter from director of admissions, Edinboro Flag Cutout, in a uniquely designed 10 x 13 mailing envelope.
 - b. Outcomes brochure mailing with a personalized letter and business card from Interim President Hannan in a specially designed 9 x 12 envelope.
 - c. Get Involved brochure mailing with a personalized letter from the Vice President for Enrollment Management along with a housing brochure and Fighting Scots Cutout in a special 9 x 12 envelope.
 - d. Financial Aid brochure mailing with personalized letter from the Director of Financial Aid in a special 7 ¼ x 9 envelope.
 - e. Parents' brochure with a personalized letter and business card from president Hannan in a special 9 x 12 envelope.
10. In addition, two other new recruitment/yield pieces were developed.
 - a. The Rave Reviews brochure which highlights key features of Edinboro University, particularly our academic accolades to use for recruitment events and programs off and on campus (high school visits, college fairs, admissions events, etc.).
 - b. The At a Glance brochure was designed as a 'mini viewbook' outlining campus programs and highlights to encourage students to explore more and visit campus. Both of these brochures will be used in the enhanced recruitment and yield of prospective students.
11. The admissions acceptance packet will continue to include a personalized admissions acceptance letter on specially designed 'congratulations' letterhead with an acceptance certificate all in a special folder and 9 x 12 envelope.
12. Transfer student inquiries will also receive a special packet with a personalized letter, viewbook, transfer brochure and financial aid brochure in a 10 x 13 envelope.

13. A high school counselor mailing packet was sent to about 1,500 high school guidance departments with a letter to share the new viewbook, Edinboro updates, Fall Open House dates and encouragement to send students, Fighting Scots and Edinboro Flag cutouts.
14. We worked closely with University Marketing to develop and implement a new campus virtual tour with YouVisit. The new tour is available from the Edinboro main web page, as well as the admissions visit page. The tour is flexible for us to continue to update, add still photos, videos, etc. throughout the year. It will be updated periodically throughout the year with new photography and video being taken next spring by YouVisit to be added/updated.

Financial Aid Initiatives

1. We scheduled an Ellucian consultant to visit campus and audit our processes to determine if we are using Banner properly and efficiently. We are currently not using the Financial Aid Component of Banner effectively and have received approval for the Ellucian consultant to return to campus and assist us with streamlining some of our operating functions. This will allow us to better assist our students and communicate/share more information internally, especially with Admissions and the CRM.
2. We have updated some of our requirements for students to be completed on Banner Self-Service (SCOTs). The students like the online capability of Self-Service and are more likely to complete any updates in a timely fashion.
3. The staff is preparing to attend various conferences over the next few months to stay current regarding changing regulations and trends within financial aid.
4. The Financial Aid Office is getting ready for 2019-20 FAFSA nights at local high schools. We are increasing our outreach from previous years and providing this service to all students, whether they attend Edinboro or not. We have had great success in getting a student or two, to apply to Edinboro University during these events. We currently have scheduled dates at Fort. LeBoeuf High School and Girard High School.

Veterans Success Initiatives

1. Edinboro University Veterans Success Center introduces the School Supply Depot and Text Book Library. School supplies of all kinds have been donated for the use of military related students on campus. Over 400 items were donated by staff and students to the project. Now Veteran students can stop by the VSC to get free supplies they might need for classes and save some CH33, 35, or 1606 money for books. The Veterans Success Center also has text books for various first year classes available for use too. These textbooks are available for free use while studying at the VSC.
2. New as of Fall 2018, the Veterans Success Center is distributing a newsletter to Veteran students. The goal is to increase the participation of Veteran and military related students in on-campus activities, by increasing the awareness of these students in these activities. Information on Veterans Success Center programs, athletics programs, and various on/off campus activities will be provided to students on a monthly basis.

**Finance and Administration – Report
Edinboro University Council of Trustees
September 27, 2018**

Finance and Administration

- **Accounting**
 - Completed transition from Controller Wayne Ochs (retired August 31) to William “Bill” Buttz
 - Submitted the June 30, 2018 FIN report to PASSHE.
- **Bursar**
 - Collection efforts by the Bursar’s office continue to yield positive results. For the Fall semester, three (3) student schedules were dropped for non-payment. Last year, 19 student schedules were dropped for non-payment.
- **Facilities**
 - Final FY 2018 work order statistics - 11,487 work orders submitted; 10,975 completed; and 512 work orders in progress. The latter represents mostly residence hall work orders, waiting for camps to end, to complete work.
 - Installed banners across campus for August 30 new Marketing Brand Launch.
 - Completed fencing project for Forensic Outdoor Recovery Center (funded by Erie Insurance Outdoor classroom gift).
 - Completed classroom for the Western Pennsylvania School of Deaf Preschool collaboration with the Speech Communications Department.
 - Completed sidewalk repairs across campus.
 - Completed roofing replacements and repairs at the Porreco Campus.
 - Completed AC installation for multiple coach offices in the McComb Basement.
 - Completed earthwork and tree clearing necessary for the completion of the Upper Disc Golf Course.
 - Successful completion of residence hall repairs and cleaning for Fall 2018 Move-In weekend.
- **Purchasing**
 - Fully executed a contract with EAB to provide student marketing programs, adult learner recruitment and transfer collaborative services. The intention of these services is to increase enrollment.
 - Issued RFP for Access Control Migration since current access control system will no longer be supported in 2019. With the migration to a new system, the University will avoid any system failures that will affect the safety and security of building occupants.

Budget

- Main focus for months of August and September was to reconcile the FY 2018 results to the proposed FY 2019 budget. Budget Director worked with Interim Vice President to review all budget numbers.
- Completed and submitted the PASSHE BUD report.

Environment, Health and Safety (EHS)

Security Systems/CCTV/Access Control

- Completed RFP for the electronic access control migration.
- Installed electronic access control and cameras in Butterfield for the Western Pennsylvania School for the Deaf.
- Installed wireless panic buttons in Hamilton Hall for the Bursar and Records and Registration offices.
- Installed CCTV cameras in the Archery/Air-Rifle Range in Dearborn.

Chemical Safety

- Completed semi-annual eyewash/safety shower inspections and testing.

Emergency Management

- Obtained StormReady Accreditation by the National Weather Service. Ceremony occurred on September 6.
- Attended tabletop exercise for a County emergency that required logistics to be stored at Edinboro University. Edinboro University is the formal staging area for all logistics dispersed from Erie County during an emergency. The full-scale exercise is scheduled to take place on October 20, 2018.

Fire Safety

- Conducted annual fire alarm, security system, and area of rescue assistance inspections and testing.
- Completed fire drills for academic and residential buildings.
- Completed RFP for water-based fire protection systems maintenance/inspection/testing.
- Constructed and supervised the Highland Games bonfire with the assistance of the Edinboro Volunteer Fire Department.

Risk Management

- Established the University's Threat Assessment Team. It is referred to as the Campus Assessment Response and Evaluation (C.A.R.E.) Team
- Worked with Marketing and Communications to develop an online form, Concerning or Threatening Behavior, for the campus community to report concerns.
- Worked with the Foundation to secure Alcohol Liability Insurance for alcohol permitted events at the Highland Games.

Worker Safety

- Oversaw the completion of the encapsulation of the asbestos fire proofing of the entire 1st floor and 2nd floor hallway in Doucette Hall.
- Created Emergency Procedures Training that can be completed online.
- Completed safety training for various employees on the following topics:
 - Asbestos Awareness
 - Automotive Lift Safety
 - Bloodborne Pathogens
 - Emergency Procedures
 - First Aid, CPR, and AED
 - Hands-Only CPR
 - Hazard Communication/Worker Right-To-Know
 - Lifting Safety

Information Technology Services (ITS)

- **Network improvements:**
 - Replaced ten-year old Cisco core network router with new HP/Aruba router.
 - Upgraded all network switches to latest code.
 - Replaced/upgraded a number of building switches and performed configuration and cabling for building network redundancy. Currently 65% complete.
 - Upgraded network switches in critical server racks allowing for optimal network efficiency.
- Installation of new load balancer to balance network traffic to servers.

**Finance and Administration – Report
September 27, 2018 – EU Council of Trustees**

- **Technology Assistance and Wiring provided:**
 - Center for Branding and Strategic Communication (Innovation Beehive)
 - Nursing Simulation lab
- **Classroom updates completed:**
 - Compton 101, 107a
 - Doucette 109, 108, 107, 100, 118B, 124, 125, 127
 - Porreco Barn 8 & Barn 9
 - Wiley 114, 106
- Deployed computer lab statistics package onto all lab computers. Usage statistics will be used to plan future changes to the computer labs on campus.
- Replaced 124 older computer lab computers and rebuilt/upgraded many labs to Windows 10. Windows 7 will no longer be supported by Microsoft in January 2020 so we are working to upgrade all Windows 7 computer to Windows 10 prior to that time.
- Replaced 15 faculty computers.
- Installed two (2) kiosks in Ghering Health Center for walk-in patients to use for check in.
- Worked with Facilities to dismantle and reconfigure all computer labs in Doucette during the asbestos encapsulation project.
- Replaced six (6) digital signage devices.
- Implemented an extension of our Helpdesk services in the Library.
- Planning and testing for upcoming conversion of all employees to move to Microsoft Office 365. Employee email will be hosted using Microsoft servers which will save costs in maintaining our existing Email accounts and hardware.
- Upgrade to Banner Recruit CRM
- Completed Teaching Online Certification Course (TOCC) Training for PASSHE Faculty – 179 Edinboro Faculty have now completed the course
- LMS Administrator (Sandy Dell) successfully completed the Instructional Designer Certificate program.
- Provided ITS support for 69 campus events since July 2018.
- Completed Brightspace (D2L) integration with Redshelf digital books.
- Assisted Marketing with new Branding launch.

Institutional Research (IR)

- Led a follow up Vision and Identity retreat with leadership at Porreco on August 14, 2018. Here we settled on our identity that included resiliency, growth-mindedness, and service to others. Assessment efforts for each division are to be developed with the assistance of the OIR.
- Performed an enrollment projection for the next three years. This data is being used to plan and budget for the near term future. The results show continued short term decreases (although smaller) before slow growth begins in FY 2021. OIR is currently working on extending this projection out further to the 5 to 6 year range.
- Currently preparing the data for Fall 2018 freeze. This is the first time that we have been given a “pre-freeze” version of the data to make sure it is at its best.

**Finance and Administration – Report
September 27, 2018 – EU Council of Trustees**

- Working on data validation between PASSHE and Edinboro on the State’s SIMS (Strategic Information Management System) project. We have been transitioning Michael Chase into a more developed role in this process.
- Mingli Yang produced a deep dive analysis into our current housing situation for the Office of Residence Life as well as a review of Alumni giving using predictive analytics for the Office of Alumni giving.
- Many other ad hoc projects have been completed and include work outside the division for Academic & Student Affairs and Enrollment Management

University Police

- Completed the Clery Act Compliance Audit conducted by the PASSHE Office of Internal Audit and Risk Assessment Office and received the draft findings and recommendations. Currently working on Management responses. Met with auditors on September 17 for an exit conference.
- EU Police Department sponsored a training on Racial Diversity and Effective Communication on August 20 and 21.



COT Meeting – September 27, 2018

Vice President of University Advancement - Marilyn Goellner

- **Fundraising Summary – See Dashboard**

- **July 1 – September 14: Principal & Major Gifts**
 - Friend \$50,000.00
 - SGA \$30,000.00
 - Alumni \$25,000.00
 - Foundation \$20,000.00
 - Estate/Retired Faculty \$16,737.32
 - Foundation \$15,000.00

- **Comprehensive Campaign:**
 - RFP is being finalized by the EU purchasing office for publication. It has been designed in separate phases for consultant bidding.
 - Phase I – Complete Internal Readiness Assessment, Advancement Audit & Strategic Plan
 - Phase II – Feasibility Study
 - Phase III – Management of the Launch of the Comprehensive Campaign
 - Phase IV – Management of the Implementation of the Comprehensive Campaign

- **Major Gift Officers - travel**
 - Colorado Springs, CO
 - Atlanta, GA
 - NY, NY
 - Los Angeles, CA
 - Cleveland, OH
 - Pittsburgh, PA
 - New Jersey
 - Edinboro and Erie

- **Corporate/Foundation Meetings**

- PNC Bank
- First Energy Foundation
- Rebich Investments
- Kona Ice LLC
- EMTA
- Scott Electric
- Allegheny Health Network

- **Community Engagement**

- Erie Dawn Golf Outing (Baumgartner)
- City of Erie Mayor Schember Picnic – Erie Yacht Club (Goellner)
- Erie Women’s Fund Summer Gathering (Chacona)
- Erie Women’s Fund & United Way Golf Outing (Chacona)
- SafeNet 100 Women Event (Chacona)
- Moonlight on the Bay Gala (Dr. Hannan/Trustee Kennedy)
- Donna Nicholas Erie Art Museum Show Opening (Chacona)
- Greater Erie Economic Development Corp Board (Goellner)
- Erie Regional Chamber & Growth Partnership Member Fall Fest (Goellner/Dr. Hannan)

- **Annual Fund**

- 2017-2018 Phonathon Total - \$148,861
 - 94% pledge fulfillment rate
- Give Campus Campaign for Boro Pit
 - \$6,516 (online)
 - \$30,000 SGA Gift
- Erie Gives Day - \$10,402
- Athletic Annual Fund - \$13,165

- **Alumni Engagement and Events**

- Allison Flynn added to the team as Director of Regional Development; will work with Alumni Engagement and Advancement to develop SWPA alumni and donor prospects
- Homecoming
 - Golf Outing – 110 golfers registered
 - All Alumni Backyard BBQ (Friday 6-8)
 - Alumni House Open House 9AM – Noon
 - Dave Irlbacher, former President of the Alumni Association and family selected as Grand Marshals in Parade
 - Alumni Tailgate – Dome Location 1pm to 2:30
- Planning – 18 month plans being developed. Goals to amplify the quiet pride that Alumni express to enhance the reputation of EU; strengthen the ties between Alumni and the University to create a sense of common-purpose. Grow the community of

- “active” Alumni. This includes growing the number of new and mid-career Alumni giving to the University. Action plans to include:
- Creating and implementing a strategic, multi-channel communications plan for Alumni which aligns with and reinforces the identity of the University and encourages Alumni to opt-in to communications tools and activities;
 - Engaging Alum as problem-solvers in meeting the University’s goals and the challenges of the students/communities that we serve – we need to offer opportunities for strategic volunteer and engage alumni as advocates; #1 focus for next 18 months will be recruitment and retention
 - Reinforcing connections between Alumni, academic departments and career development to connect Alumni to resources for ongoing personal and professional development, advisory boards, distinguished alumni awards, strategic networking opportunities;
 - Increase the number of groups of new and mid-career alumni participating in engagement activities;
 - Assess and align existing Alumni Engagement resources to meet our objectives (staff, student workers, advisory groups, partnerships, Alumni House and communication tools, etc.);
 - Introduce a "giving attitude" to students while on campus and allow them to practice behaviors aligned with philanthropy prior to graduation;
 - And increase the number of alumni making a first gift to the annual fund (fundraising).
- Piloting alumni engagement activities on Go Boro during homecoming. Incentives offered for:
 - Visiting the Alumni House Open House;
 - Take a picture at the Selfie Wall;
 - Pin current location on the Boro Nation Map.
 - Alumni House Rebrand – first floor painting to begin after Homecoming; tartan border and EU crest will be added as well as a reception desk that for now will be a station for student workers to help greet alumni and guests; plan to reorganize memorabilia to help lead people to discover our collections.
 - Advancement Calendar Attached
 - New Student Orientations (NSO) – Advancement staff presented to parents and hosted ice cream socials
 - July 20 – Lambda Chi Alpha Memorial Plaque dedication
 - July 24 – 8 Great Tuesdays Erie Amphitheatre
 - July 25 – Retired Faculty Meet & Greet with Dr. Hannan
 - July 26 – Athletic Donors Meet & Greet with Dr. Hannan
 - July 28 - Erie SeaWolves Edinboro Community Night
 - August 22 – Edinboro Businesses & Alumni Meet & Greet with Dr. Hannan
 - September 15 – President’s Club Tailgating Tent
 - September 15 – Athletic Hall of Fame Banquet
 - September 27-29 – EU Homecoming
 - Future Homecoming Dates:
 - October 11-12, 2019
 - September 25-26, 2020
 - October 1-2, 2021

- **Alumni Advisory Boards (See attached board lists)**
 - Alumni Advisory Boards will be meeting on Thursday, September 27, 2018:
 - Business Advisory Board
 - College of Science and Health Professions Advisory Board
 - Strategic Communications Advisory Board

- **Alumni Campus Visits**
 - Fred Pomeroy '72, Linda Simpson '73 and Vanbur Kuebel '72
 - Kevin '90 and Rachel Spall '90
 - Larry Johnson '80 (Honorary Captain Football)
 - Major General Mari K. Eder '75 & '76
 - J.P. Chakot '73
 - Kimberly Paris '99

- **Advancement Services**

Blackbaud Target Analytics Affluent Scores added to Raisers Edge

 - 83,000+ Records Processed. Data returned is as follows:
 - Discretionary Spending
 - Income
 - Investments
 - Net Worth
 - Wealth Segmentation
 - Volunteer
 - Blackbaud NCOA processed on July 31, 2018
 - 89,598 records processed. 2608 records updated
 - Blackbaud PhoneFinder processed on September 11, 2018
 - 87,421 records processed. 3,065 records updated

- **Edinboro University Foundation**

The Foundation has two new board members: Ms. Pat Davis '73, retired faculty member and current Edinboro Council member and Mr. Dan Walsh '08, Vice President, FNB. The Advancement Office has been working closely with Mr. Chuck Scalise, Foundation Chair, on University events and donor outreach. Mr. Scalise is researching activities that other PASSHE related foundations perform for their universities as value-added services that he believes Edinboro could benefit from and would like to implement, as appropriate. His vision for the Foundation is to increase support to the University in general and specifically the Advancement Office, Alumni Association and others and to assist the University in initiatives, community relations, and other expanded roles to meet the needs of the students and the community.

 - Endowment Market Value 6/30/18 - \$28,631,307
 - Foundation \$9,400,937
 - University \$17,375,128
 - Alumni \$1,855,242

- **Edinboro University Alumni Association:**

- The university has declined the gift of the Alumni House as proposed by the Alumni Association. At the September meeting, the Alumni Association Board agreed to engage in discussion with the Edinboro University Foundation regarding gifting the house to the Foundation.

**Information/Action Item – Academic Affairs Committee
Edinboro University Council of Trustees
Thursday, September 27, 2018
Programs Revision**

	Name of Program	Code N=new R=Revision M=Moratorium	Description of Revisions/Reasons
1.	Bachelor of Arts – Art History (Reactivation of Program in Moratorium) (UWCC approved 3/16/16; Senate approved 3/28/16) (Prior approval from OOC required – notification sent 7/8/16; revision of notification sent 8/10/18; approved by OOC 9/17/18 for a start date of 8/27/18)	R	<p>When the Bachelor of Arts-Art History program was placed on moratorium, 60 semester hours of Art History coursework, including related cognates were required. During the time the program has been in moratorium, PASSHE Policy 1990-06-A: Academic Degrees has mandated that BA degree programs have no more than 42 semester hours of required major coursework, including required cognates. Upon review, the Art Department determined that the degree program may be effectively delivered in a way that meets the PASSHE mandate by selectively deleting some Art History required courses and by recommending, rather than requiring, specific related cognates. The deleted coursework may, if desired, be taken as Free Electives, and the deleted cognates may, if desired be taken as Free Electives, or to meet appropriate General Education requirements. The program is recommended for reactivation since the new program requirements align with ARHI course requirements in existing BFA programs, resulting in no additional cost in the offering of this program, while providing a fall back major to Art students.</p>

c: Office of Admissions
Office of Financial Aid
Office of Institutional Research
Office of the Registrar



Contracts & Purchases

July 2018

**Council of Trustees Meeting
September 27, 2018**

COUNCIL OF TRUSTEES
EDINBORO UNIVERSITY - REPORT OF CONTRACTS FROM 7/01/18 TO 7/31/18

Contractor's Name	Cost Center Name	Description	Funding Source	Expense Category	Amount
Aaron Coseo	Campus Media Operations	Provide Broadcast Engineering Services for WFSE Equipment	Self-Supported Funds	Specialized Services	250.00
Advisory Board Co (EAB)	Admissions	Student Marketing Programs/Adult Learner Recruitment/Transfer Collaborative Services	General Funds	Technical Consultants	1,759,483.00
Always Safe Sidewalks LLC	Lot and Road Repaving	Remove Sidewalk Trip Hazards	Other E & G Funds	Contracted Maint - Bldgs & Grounds	20,000.00
Anderson Coach and Travel	Scotland Study Abroad	Bus Transportation to Toronto Airport	Self- Supported Funds	International Travel	2,104.33
Anita Szymanski	Community Music School-Lesson Fees	Community Music School Piano Lessons	Self-Supported Funds	Specialized Services	59.50
Art of Practicing Institute	Art of Practicing	Edinboro Hosting the Art of Practicing Institute's Annual Summer Program	Self-Supported Funds	Specialized Services	-
Best Wildlife Services	Porreco College - Plant	Provide Groundhog Removal at Porreco Campus	General Funds	Contracted Maint - Bldg & Grounds	1,000.00
Daikin Applied	Food Service-Maintenance & Custod	Troubleshoot/Diagnose Chiller Problem at Van Houten; Labor/ Material to Replace Internal Compressor Oil Filters at Pogue	Dining Hall Fund	Contracted Maint - Bldgs & Grounds	4,990.00

**COUNCIL OF TRUSTEES
EDINBORO UNIVERSITY - REPORT OF CONTRACTS FROM 7/01/18 TO 7/31/18**

Contractor's Name	Cost Center Name	Description	Funding Source	Expense Category	Amount
Daniel Eaton	Continuing Education	Nurse Aide Program Coordinator Services	Special Programs	Clinical Services	2,000.00
Deborah A Dixon	Speech & Hearing Conference	Keynote Speaker to Present at 30th Annual Speech-Language Pathology Alumni Conference	Special Programs	Speaker Fees	900.00
Denise Phillips	Continuing Education	Instruction of Nurse Aide Program	Special Programs	Speaker Fees	2,625.00
Elizabeth Henninger	Community Music School-Lesson Fees	Community Music School Piano Lessons	Self-Supported Funds	Specialized Services	654.50
Hagan Business Machines of Meadville	Art Department	Copier Maintenance Agreement Toshiba e450	General Funds	Contracted Maint - Office Equip	400.00
Hagan Business Machines	Physics and Technology	Copier Maintenance Agreement Toshiba E-Studio 452	General Funds	Contracted Maint - Office Equip	512.76
James B Schwab Co	Various	Annual Maintenance Agreement for Fax Machines/Shredder/Wide Format Copier	General Funds	Contracted Maint - Office Equip	1,325.00
Maria Lyon	Community Music School-Lesson Fees	Community Music School Suzuki Violin Lessons	Self-Supported Funds	Specialized Services	1,380.40
Mary Beth Armes	Community Music School-Lesson Fees	Community Music School Voice/Piano Lessons	Self-Supported Funds	Specialized Services	1,694.00

COUNCIL OF TRUSTEES
EDINBORO UNIVERSITY - REPORT OF CONTRACTS FROM 7/01/18 TO 7/31/18

Contractor's Name	Cost Center Name	Description	Funding Source	Expense Category	Amount
Mayer Brothers Construction Co	Lot and Road Repaving	Labor/Materials/ Equipment to Install ADA Compliant Ramp at Reeder Hall	Other E & G Funds	Contracted Maint - Bldgs & Grounds	4,017.25
Metro Group Inc	Shops/Plant	Water Treatment Program for Various Heating/ Cooling Systems	General Funds	Chemicals	11,900.00
Northwest Restoration Inc	Deferred Maintenance-Earp Hall	Restore Masonry on Brick Sidewalls of Entry Ramp at Earp Hall	Housing Funds	Contracted Maint - Bldgs & Grounds	7,000.00
Presque Isle Powerclean Inc	Shops/Plants	Semi-Annual Duct Cleaning at Various Campus Locations	General Funds	Contracted Maint - Bldgs & Grounds	19,484.02
R Frank Photography	University Marketing	Freelance Photography for EU Marketing	General Funds	Specialized Services	10,000.00
Rabe Environmental Systems Inc	Shops/Plant	Furnish/Install Power Supply to Liebert Condensing Unit in Ross Hall	General Funds	Contracted Repairs	855.00
Robert Sadowski	Art of Practicing	Tune Pianos for Art of Practicing	Self-Supported Funds	Specialized Services	1,170.00
Sharon L Santus	University Communications	Freelance Editor for EU Marketing	General Funds	Consulting Services	10,000.00
Shimadzu Scientific	Stem-H - Chemistry	Installation/Training of Chemistry Equipment	Self-Supported Funds	Lab Supplies	4,970.00

**COUNCIL OF TRUSTEES
EDINBORO UNIVERSITY - REPORT OF CONTRACTS FROM 7/01/18 TO 7/31/18**

Contractor's Name	Cost Center Name	Description	Funding Source	Expense Category	Amount
Stadium Solutions Inc	Fire and Safety	Inspect Bleachers at Various Locations	General Funds	Preventative Maintenance	4,382.00
William T Spaeder Company Inc	Campus Water System Improvements	Labor/Material to Rebuild/Clean/Test Backflow Preventers	Other E & G Funds	Contracted Maint - Bldgs & Grounds	3,624.00
William T Spaeder Company Inc	Deferred Maint-Cole Auditorium	Labor/Material/ Equipment to Remove/ Replace Sewer Line/ Cleanouts	Other E & G Funds	Contracted Repairs	6,695.00
WSM Trainers and Consultants	Law Enforcement Training Programs	Keynote Speaker to Present "Racial Diversity and Effective Communications"	Special Programs	Speaker Fees	4,400.00
				TOTAL	\$ 1,887,875.76

COUNCIL OF TRUSTEES
EDINBORO UNIVERSITY-REPORT OF PURCHASE ORDERS OVER \$10,000 FROM 7/01/18 TO 7/31/18

VENDOR-NAME	VENDOR-ADDRESS	DESCRIPTION	PO NUMBER	PO AMOUNT
Ace Viking Electric Motor Co	2222 E 30th St Erie PA 16510	Facilities Annual Miscellaneous Supplies	4500569946	10,000.00
Amark Environmental LLC	PO Box 9565 Erie PA 16505	Doucette Hall 1st & 2nd Floor Asbestos Abatement	3900009538	65,758.39
Apple Computer Inc	2420 Ridgepoint Dr Austin TX 78754	Information Technology Services Life Cycle Replacement of Classroom Instructor & Lab Computers	4500568458	46,512.00
Barton Denmarsh Esteban Inc	681 Andersen Dr Pittsburgh PA 15220	Annual Marketing Services	4500569517	1,000,000.00
CDW Government LLC	200 N Milwaukee Ave Vernon Hills IL 60061	Information Technology Services Annual Dell Compellent System Maintenance	4500569978	47,317.54
CDW Government LLC	200 N Milwaukee Ave Vernon Hills IL 60061	Information Technology Services Barracuda Load Balancers	4500569986	27,997.96
Chartwells Educational Dining Serv	2400 Yorkmont Rd Charlotte NC 28217	Dining Services Annual Food Service Contract	4500570748	3,736,714.00
CliftonLarsonAllen LLP	610 W Germantown Pike Ste 400 Plymouth Meeting PA 19462	Finance & Administration Financial Statement Audit	4500569481	10,000.00
CS Technologies Plus	2803 State Rte 257 Seneca PA 16346	Information Technology Services Computer Lab Life Cycle Replacement	4500569237	90,000.00
CS Technologies Plus	2803 State Rte 257 Seneca PA 16346	Information Technology Services Life Cycle Replacement of Classroom Instructor Computers	4500569723	12,570.00

COUNCIL OF TRUSTEES
EDINBORO UNIVERSITY-REPORT OF PURCHASE ORDERS OVER \$10,000 FROM 7/01/18 TO 7/31/18

VENDOR-NAME	VENDOR-ADDRESS	DESCRIPTION	PO NUMBER	PO AMOUNT
CS Technologies Plus	2803 State Rte 257 Seneca PA 16346	Information Technology Services Faculty Computer Lifecycle Replacement	4500569775	18,476.00
Edinboro Industries Inc	4200 Rte 6N E Edinboro PA 16412	Facilities Annual Miscellaneous Supplies	4500569953	10,000.00
Falconer Printing & Design Inc	66 E Main St Falconer NY 14733-0262	Admissions Printing Mail Flow Items & Envelopes	4500570939	33,160.00
Gorden J Blain	274 Endslow Rd Marietta PA 17547	Marketing Televisive Two Football Games & One Women's Soccer Game	4500569963	18,500.00
Heartland Campus Solutions	100 Global View Dr Warrendale PA 15086	Bursar Annual Billing Services	4500569062	22,900.00
Heritage Food Service Equipment	5130 Executive Blvd Fort Wayne IN 46808-1149	Facilities Annual Miscellaneous Supplies	4500569959	10,000.00
Mayer Brothers Construction Co	1902 Cherry St Erie PA 16502	Campus-Wide Asphalt Paving, Sealing & Line Painting	3900009537	153,165.75
Meier Supply Co Inc	2031 W 12th St Erie PA 16505	Facilities Annual Miscellaneous HVAC Supplies	4500569955	10,000.00
Nuesoft Technologies	1685 Terrill Mill Rd Marietta GA 30067	Ghering Health Center Electronic Medical Records Coding Module	4500568982	10,137.00
PALCI Inc	PO Box 58906 Philadelphia PA 19102-8906	Library Annual Online Subscription	4500568966	15,295.00
Penelec	PO Box 3687 Akron OH 44309-3687	Porreco College 2017-18 AAS/Electric Utilities Technology Degree Laboratory Instruction Services	4500569737	79,560.00

COUNCIL OF TRUSTEES
EDINBORO UNIVERSITY-REPORT OF PURCHASE ORDERS OVER \$10,000 FROM 7/01/18 TO 7/31/18

VENDOR-NAME	VENDOR-ADDRESS	DESCRIPTION	PO NUMBER	PO AMOUNT
Reliant Capital Solutions LLC	750 Cross Point Rd Ste G Gahanna OH 43230	Bursar Annual Loan Collection Services	4500569066	41,607.98
Scott Electric	1840 E 10th St Erie PA 16511	Facilities Annual Miscellaneous Electrical Supplies	4500569945	10,000.00
The Notable Corporation	4240 Ridge Lea Rd Amherst NY 14226	Admissions Promotional Items	4500569783	11,400.00
Uniquesource Products & Services	PO Box 5865 Harrisburg PA 17110-0865	Porreco Barn Carpet Replacement	4500569883	22,043.00
United Refrigeration Inc	960 W 12th St Erie PA 16506	Facilities Annual Maintenance Supplies	4500571003	10,000.00
Verizon Business Services	P O Box 660794 Dallas TX 75266-0794	Information Technology Services Semi-Annual Telecom Charges	4500568554	18,000.00
Water Heater Distributors	3219 Liberty Ave Pittsburgh PA 15201	Highands 3 & McNerney Hall Water Heaters	4500569359	22,156.00
Westchester Academic Library	118 N Bedford Rd Ste 302 Mt Kisco NY 10549	Library Annual Subscription Renewal	4500568581	20,430.96
Whitlock Corp	10671 William Penn Hwy Huntingdon PA 16652	Information Technology Services Classroom Projectors	4500570729	21,054.20
Williams & Fudge Inc	300 Chatham Ave Rock Hill SC 29730	Bursar Annual Loan Collections Services	4500569061	93,908.76
			TOTAL	\$ 5,698,664.54



Contracts & Purchases

August 2018

**Council of Trustees Meeting
September 27, 2018**

**COUNCIL OF TRUSTEES
EDINBORO UNIVERSITY - REPORT OF CONTRACTS FROM 8/01/18 TO 8/31/18**

Contractor's Name	Cost Center Name	Description	Funding Source	Expense Category	Amount
Admire Entertainment Inc	New Student Transition	Contractor to Present "Playfair" at Orientation	General Funds	Speaker Fees	2,500.00
Bobby K Entertainment	New Student Transition	Furnish/Setup/Supervise Escape Room for Orientation	General Funds	Speaker Fees	2,200.00
Carl J Wozniak	Homecoming Events	HighLife Group to Perform 9/28/18 at Alumni House	General Funds	Specialized Services	350.00
Culligan Water	Food Service-Maintenance & Custodial	Two Year Water Softener Services	Dining Hall Funds	Contracted Maint - Bldgs & Grounds	69,900.00
Edinboro Volunteer Fire Dept	VP of Finance & Admin	Provide Various Emergency Services	General Funds	Contracted Services	19,000.00
Erin Dakas	Middle & Secondary Ed and Ed Leadership	Paint Wall Mural in Butterfield	General Funds	Contracted Maint - Bldgs & Grounds	5,280.00
Hi-T Fence Systems Inc	Forensics Project	Furnish/Install Chain Link Fence for Forensics Outdoor Classroom	Other E & G Funds	Improvements Other Than Buildings	19,999.00
Houla Entertainment LLC	New Student Transition	Presentation at Orientation "Hypnotist - The Incredible Boris"	General Funds	Speaker Fees	3,250.00
James Restoration Co	Deferred Maint - Crawford Center Renovations	Furnish Material/Labor to Complete Work on Crawford Parapet Wall	Other E & G Funds	Contracted Maint - Bldgs & Grounds	12,800.00

**COUNCIL OF TRUSTEES
EDINBORO UNIVERSITY - REPORT OF CONTRACTS FROM 8/01/18 TO 8/31/18**

Contractor's Name	Cost Center Name	Description	Funding Source	Expense Category	Amount
Jemko Petroleum Equipment Inc	Vehicle Maintenance	Check Calibration of Dispensers/Replace Rapid Fire Pulser	General Funds	Contracted Repairs	578.30
Kravec & Kravec & Associates	University Communications	Freelance Writing Services	General Funds	Specialized Services	10,000.00
Matt Durisko Photography	Sports Information	Photography Services for 2018-2019 Sports Information Events	General Funds	Other Athletic Related Services	6,000.00
McCreary Roofing	Deferred Maint - Porreco	Provide Material/Labor to Reroof/Repair Roofs at Porreco Center	Other E & G Funds	Contracted Maint - Bldgs & Grounds	5,325.00
Metamorphosis Performing Co	New Student Transition	Present "Strange Like Me" at Orientation	General Funds	Speaker Fees	2,764.00
Metro Technology Services Inc	University Police	Alert/Care Software Service for EU Police Ticketing Program	General Funds	Software Maintenance	3,911.00
Mighty Creative LLC	University Marketing	Freelance Graphic Designs	General Funds	Specialized Services	5,000.00
Paula C Myers	University Marketing	Freelance Writing Service	General Funds	Specialized Services	20,000.00
Plan B LLC d/b/a Neon Entertainment	New Student Transition	Caricature Artist for Orientation	General Funds	Speaker Fees	600.00

**COUNCIL OF TRUSTEES
EDINBORO UNIVERSITY - REPORT OF CONTRACTS FROM 8/01/18 TO 8/31/18**

Contractor's Name	Cost Center Name	Description	Funding Source	Expense Category	Amount
Plan B LLC d/b/a Neon Entertainment	New Student Transition	Furnish/Setup/Supervise Mechanical Bull Booth for Orientation	General Funds	Athletic Related Services	4,925.00
Professional Service Industries Inc	Fire and Safety	Provide Industrial Hygiene Services	General Funds	Hazardous Waste Removal	15,000.00
Scobell Co Inc	Shops/Plant	Furnish/Install Micro Metal Mixing Box & Air Handler at McComb	General Funds	Contracted Repairs	11,300.00
TjohnE Productions	New Student Transition	Present "Cube XL" for Orientation	General Funds	Speaker Fees	5,550.00
Walsh Refrigeration	Shops/Plant	HVAC Services	General Funds	Contracted Repairs	15,000.00
Zito Media Communications II LLC	Technology Fee Projects	Campus Internet Service	General Funds	ISDN Lines	12,893.80
				TOTAL	\$ 254,126.10

COUNCIL OF TRUSTEES
EDINBORO UNIVERSITY-REPORT OF PURCHASE ORDERS OVER \$10,000 FROM 8/01/18 TO 8/31/18

VENDOR-NAME	VENDOR-ADDRESS	DESCRIPTION	PO NUMBER	PO AMOUNT
Act Inc	500 Act Dr PO Box 168 Iowa City IA 52243-4072	Admissions Annual Student Name Purchases	4500571248	10,000.00
Baycrete Inc	1816 Greengarden Rd Erie PA 16505-8065	Facilities Annual Concrete Blanket Order	4500571486	10,000.00
Borough Of Edinboro	124 Meadville St Edinboro PA 16412	Facilities Annual Water & Sewage Charges	4500573521	719,500.00
CollegeNET	805 SW Broadway Ste 1600 Portland OR 97205	Graduate Studies Annual Graduate Application Software Maintenance	4500573655	31,450.00
Dymun & Co	200 First Ave Pittsburgh PA 15222	Graduate Studies Online & Mobile Advertising	4500571997	18,000.00
EBSCO Subscription Services	30 Park Rd Ste 2 Tinton Falls NJ 07724	Library Annual Serials Department Subscriptions	4500571696	127,809.95
Ellucian Support Inc	4 Country View Rd Malvern PA 19355-1408	Information Technology Services Financial Aid Project Consulting Services	4500573722	29,184.00
Emerald Printing & Imaging	3212 Cherry St Erie PA 16508	Admissions 2019 Senior Mailing	4500571588	13,467.58
EUSGA	Frank G Pogue Student Center Edinboro PA 16444	Athletics Student-Athlete Insurance	4500571329	37,000.00
Haines Printing	10575 W Main Rd North East PA 16428	Admissions Mailhouse Services	4500572072	49,760.00
Hobsons Inc	50 E-Business Way Cincinnati OH 45241	Academic Success Center Annual Starfish Subscription	4500572280	49,600.32

COUNCIL OF TRUSTEES
EDINBORO UNIVERSITY-REPORT OF PURCHASE ORDERS OVER \$10,000 FROM 8/01/18 TO 8/31/18

VENDOR-NAME	VENDOR-ADDRESS	DESCRIPTION	PO NUMBER	PO AMOUNT
iWorx Systems Inc	62 Littleworth Rd Dover NH 03820	Biology & Health Services Advanced Animal/Human Physiology Teaching Kits	4500571780	11,047.00
McCarty Printing	PO Box 1136 Erie PA 16512	Admissions Printing Mail Flow Items & Envelopes	4500574106	39,868.00
National Fuel	1100 State St Erie PA 16512-2081	Facilities Semiannual Natural Gas Supply Charges	4500572484	185,200.00
National Fuel Resources Inc	349 E Grandview Blvd Erie PA 16504	Facilities Semiannual Natural Gas Supply Charges	4500572485	277,800.00
Nuesoft Technologies	1685 Terrill Mill Rd Marietta GA 30067	Student Health Services Two-Year Scheduling Subscription	4500571445	13,928.00
Penelec	PO Box 3687 Akron OH 44309-3687	Facilities Semiannual Main Campus & Porreco Electric Charges	4500572395	2,289,200.00
Riddell All American	7501 Performance Ln North Ridgeville OH 44039	Athletics Annual Football Apparel & Equipment Reconditioning	4500571322	14,546.51
Roth Marz Partnership P C	3505 Chapin St Erie PA 16508	Pedestrian Bridge Replacement Design	3900009590	18,190.34
SchoolDude	11000 Regency Pkwy Ste 110 Cary NC 27518-8518	Facilities Annual Work Order System Maintenance Renewal	4500571466	13,906.35
Sherwin Williams	2702 W 26 St Erie PA 16506	Facilities Annual Miscellaneous Paint Supplies	4500571460	10,000.00
uConnect Inc	129 Newbury St FL 2 Boston MA 02116	Career Services Web Platform	4500572527	10,000.00
			TOTAL	\$ 3,979,458.05

Edinboro University			
Actual to Budget Comparison FY 2018 to FY 2019	FY 2018 Actual	FY 2019 Budget	Variance
REVENUES			
Tuition	\$ 46,332,116	\$ 42,116,166	\$ (4,215,950)
Fees	12,705,147	11,169,629	(1,535,518)
	59,037,263	53,285,795	(5,751,468) Att. 1
Less: Institutional Aid/Scholarships	3,656,624	3,570,713	(85,911)
Net Tuition and Fees	55,380,639	49,715,082	(5,665,557)
State Appropriation	26,713,728	27,958,861	1,245,133
General State Appropriation	25,107,084	26,350,861	
Performance Funding Appropriation	1,606,644	1,608,000	
All Other Revenue	3,967,083	3,532,638	(434,445) Att. 2
TOTAL REVENUES	\$ 86,061,450	\$ 81,206,581	\$ (4,854,869)
EXPENSES			
Instruction	\$ 39,911,406	\$ 40,267,840	\$ (356,434)
Academic Support	12,343,679	12,192,747	150,932
Student Services	10,867,746	11,256,842	(389,096)
Institutional Support	10,861,495	11,555,436	(693,941)
Operations and Maintenance of Plant	8,808,246	9,304,080	(495,834)
University-Wide	1,823,488	1,545,386	278,102
EXPENSES Grand Totals	\$ 84,616,060	\$ 86,122,331	\$ (1,506,271)
Salaries & Wages	\$ 45,518,329	\$ 46,369,504	\$ (851,175) Att. 3 & 3A
Benefits	25,080,252	25,123,023	(42,771) Att. 3 & 3A
Operating	12,623,088	13,288,671	(665,583) Att. 4
Utilities	2,237,655	2,215,400	22,255
Debt Service	1,616,972	1,649,709	(32,737)
Auxiliary Chargebacks	(2,704,952)	(2,593,976)	(110,976)
Capital	244,716	70,000	174,716 Att. 5
Net Surplus (deficit)	\$ 1,445,390	\$ (4,915,750)	\$ (6,361,140)

Reconciliation

FY 2018 Results	\$ 1,445,390
FY 2019 Budgeted Activity:	
Decrease in Net Tuition and Fees	(5,665,557)
Increase in State Appropriation	1,245,133
Decrease in Other Revenue	(434,445)
Increase in Salary and Wage Costs	(851,175)
Increase in Benefit Costs	(42,771)
Increase in Operating Costs	(665,583)
Decrease in Utility Costs	22,255
Increase in Debt Service	(32,737)
Decrease in Auxiliary Chargebacks	(110,976)
Decrease in Capital spending	174,716
Projected Surplus/(Deficit) in FY 2019	\$ (4,915,750)

Attachment 1.

Tuition and Fees

Tuition

(4,215,950) The FY2018 expected annualized FTE is 5,058.70. The FY2019 FTE budget is 4,393.80 which is a drop of 664.90 FTE.

Fees

(1,535,518) The budgeted plan drop of (664.90) FTE also impacts the fees accessed the students. We did not elect to increase or add any new mandatory fees this fiscal year.

(5,751,468) FY2018 Actual vs. FY2019 Budget

Institutional Aid/Scholarships

(85,911) There was a decrease in Athletics Scholarship Spending and a slight decrease in Admission administered merit and need based aid.

(85,911) FY2018 Actual vs. FY2019 Budget

Attachment 2.

Other Revenue

Most of the revenue categories were budgeted to decrease due to less enrollment. Interest Income rates (434,445) are expected to hold steady. In FY 2018, a loan to Athletics was forgiven. The return of interest from this transaction increased other Revenue by \$299K.

(434,445) FY2018 Actual vs. FY2019 Budget

**Attachment 3.
Salary, Wages and Benefits**

	2018 Actuals	2019 Budget	2019 - 2018	Notes
Regular Salaries	41,840,891	44,301,914	2,461,023	See attachment 3a.
				This represents the reimbursement from auxiliary operations to the E&G budget for housekeeping and maintenance services performed. The employees are paid from the Facilities budget which is then reimbursed.
Wages	(1,491,531)	(2,217,776)	(726,246)	
Student Employment	914,260	943,121	28,861	Overall the student budget requests received for Fiscal Year 2019 were less from FY2018.
Faculty Summer School	2,048,198	2,067,716	19,518	Budget was built based on contractual increases and less enrollment.
Faculty Overload	430,822	450,000	19,178	In consultation with the Provost this budget was built.
Other Pay	338,983	323,987	(14,996)	In consultation with the Provost this budget was built.
Winter School Pay	526,603	535,000	8,397	Budget was built based on contractual increases and less enrollment.
Overtime	298,682	302,000	3,318	In consultation with the VP for F&A, reducing OT is a top priority.
Shift Differential	59,796	63,000	3,204	Budget was built based on contractual increases.
Higher Class Pay	7,243	10,000	2,757	Budget was built based on contractual increases.
				Budget was built based on last year's activity. While at the time of budget implementation not many faculty retirements were known. We do have a few managers (w/significant payouts that were known during the budget process).
Sick Leave Pay-Out	371,201	435,000	63,799	Budget was built based on last year's activity. While at the time of budget implementation not many faculty retirements were known. We do have a few managers (w/significant payouts that were known during the budget process).
Annual Leave Pay-Out	173,181	172,000	(1,181)	
Target Salaries & Wages Savings	0	(1,016,458)	(1,016,458)	
	45,518,329	46,369,504	851,174	
Medicare	668,740	688,387	19,647	FICA
Social Security	2,716,533	2,929,767	213,234	
Unemployment	43,209	50,000	6,791	Budget was based on 2018 actuals
Worker's Compensation	554,266	223,000	(331,266)	Budget was based on three years of actuals. A late actuary entry was unexpected in FY18.
Retirement - SERS	6,270,243	5,983,349	(286,894)	
Retirement - PSERS	295,254	1,382,990	1,087,736	APSCUF Temp Pools were changed to PSERS instead of SERS.
Retirement - TIAA	2,002,473	1,824,914	(177,559)	
Retirement - Fidelity	144,687	87,070	(57,617)	
Retirement - Valic	14,942		(14,942)	
Employees' Group Life Insurance	70,876	70,416	(460)	Life Insurance
Employees' Health Welfare Fund	452,269	410,118	(42,151)	H/W
Employees' Hospitalization Insurance	6,529,761	6,632,530	102,769	Hospitalization
Annuitants' Hospitalization	3,238,997	3,463,676	224,679	Annuitants
PSERS Healthcare Premium Assistance	7,498	35,206	27,708	PSERS
BOG Tech Fee Waivers	55,269	56,921	1,652	The budget is based on last year's actual and the tuition increase applied
Tuition Waiver - Employee Eligible	2,014,836	2,097,807	82,971	GA Waivers increased in 2018 over 2017 therefore the budget
Other Fee Waiver - Employee Eligible	400	412	12	was increased to match the trend, plus tuition increase.
Target Benefits Savings	0	(813,542)	(\$813,542)	
	25,080,252	25,123,021	42,769	

NOTE: Target Savings was calculated by reviewing FY2018 Budget to Actual. For the past few years, the University has budgeted a target personnel savings of \$1.8M based on turnover that naturally occurs. There is also savings specifically in Retirement since Pool budgets use the SERS rate even though employees may have ARP or PSERS rates which is at a lower percentage than SERS. For FY2019, as of 9/4/18 the target savings obtained so far was \$816K due to retirements, resignations and delayed hiring on a budgeted position budgeted at a 1.0 FTE.

Attachment 3a.

	2018 Actual	2019 Budget		2018 Actuals	2019 Budget	Cost Diff
	FTE	FTE	FTE Diff			
1. Salaries & Wages : 501	611.41	636.52	25.11	41,840,891	44,301,914	2,461,023
Contractual Increases	437.97	440.00	2.03	31,273,381	32,496,229	1,222,848
AFSCME	139.80	141.00	1.20	5,418,496	5,672,568	272,591
APSCUF	195.25	195.75	0.50	18,307,689	19,084,706	839,620
Coaches	11.50	11.50	0.00	724,434	727,436	5,491
Executives	1.00	1.00	0.00	252,635	231,381	(20,376)
Management	56.74	56.75	0.01	4,741,968	4,834,926	109,218
OPEIU Agr	2.31	2.46	0.15	161,983	183,405	21,970
Other			0.00	(26,157)	0	26,057
SCUPA Agr	20.37	20.54	0.17	1,139,897	1,184,997	48,999
SPFPA	11.00	11.00	0.00	552,436	576,808	26,261
New Position in 2019		12.77	12.77		808,218	808,218
APSCUF		11.00	11.00		717,220	717,220
Management		0.87	0.87		47,640	47,640
SCUPA Agr		0.90	0.90		43,358	43,358
Personnel Changes	103.76	115.38	11.62	6,947,101	7,343,303	396,202
AFSCME	35.94	44.50	8.56	1,324,347	1,688,475	364,128
APSCUF	41.44	37.59	(3.85)	3,682,236	3,489,081	(193,154)
Cheer Advisor	0.17	0.12	(0.06)	4,800	4,800	0
Coaches	8.22	10.00	1.78	516,357	529,016	12,660
Executives	0.04		(0.04)	10,257		(10,257)
Management	10.22	13.17	2.95	990,635	1,122,509	131,874
SCUPA Agr	6.33	9.00	2.67	364,050	468,426	104,376
SPFPA	1.40	1.00	(0.40)	54,420	40,995	(13,425)
Temp Pool Changes	65.33	55.37	(9.96)	3,307,374	2,756,000	(551,374)
APSCUF	65.33	55.37	(9.96)	3,307,374	2,756,000	(551,374)
Vacant 2018; 2019 budgeted to be filled	4.36	13.00	8.64	313,035	898,164	585,129
AFSCME	0.78	3.00	2.22	22,812	97,178	74,365
Management	3.57	8.00	4.43	290,223	696,749	406,526
OPEIU Agr		1.00	1.00		56,288	56,288
SCUPA Agr		1.00	1.00		47,950	47,950

Attachment 4.

Operating Expenses

The Budget Planning Team recommended and the President approved \$1 million in new initiatives for FY2019. Specifically, Admissions received \$668K for the EAB Contract, increased mailings, travel promotional items, etc.; Marketing received \$340K for Media Buys/Advertising and Open House \$34K for buses from surrounding high schools and additional across the board items for increased participation. To accomplish this, other operating expenses were reduced by 2.6% or \$334K to reallocate towards this initiative.

Attachment 5.

Capital

174,716 When purchases are made throughout the fiscal year, the Accounting Department reviews to determine if the item(s) should be capitalized. All of the FY2018 capital purchases were for IT equipment. If there was not capital budget, the budget would have been funded by the operating budget. In addition, the Facilities Dept. spent \$77K out of its operating budget for items that were later classified as deferred maintenance. The FY 2019 budget in this category includes \$30K for IT equipment and \$40K for Police equipment.

174,716 FY2018 Actual vs. FY2019 Budget

EDINBORO UNIVERSITY
Council OF Trustees

DATES FOR CALENDAR YEAR 2019 - Draft

Tuesday, February 12, 2019

Welcome and Study Session

8:00 am-9:30 am

Study Session

9:30 am-11:00 am

Executive Session (including lunch)

11:00 am-1:00 pm

Quarterly Business Meeting

1:00 pm-2:30 pm

Graduation Weekend

Friday, May 3, 2019

Study Session

8:00 am-11:00 am

Executive Session

11:00 am-1:30 pm

Break

1:30 pm-2:00 pm

Business Meeting

2:00 pm-3:00 pm

Dinner- with Honorary Degree recipient

5:00 pm-7:00 pm

Tuesday, July 23, 2019

COT Members Gather

8:00 am-8:30 am

Inspection of Facilities

8:30 am-10:00 am

Study Session

10:00 am-12:00 pm

Executive Session (including lunch)

12:00 pm-1:00 pm

Quarterly Business Meeting

2:00 pm-3:00 pm

Homecoming Weekend

Thursday, October 10, 2019

Study Session

8:00 am-1:00 pm

Executive Session (including lunch)

1:00 pm-2:30 pm

Quarterly Business Meeting

2:30 pm-3:30 pm

Graduation Weekend

Friday, December 13, 2019

Study Session (including lunch)

10:00 am-3:00 pm

**All meeting locations are in Crawford Center
Conference Room unless specified.

Edinboro University of Pennsylvania
2018-2019 E&G (Total)

Proposed Budget

ALL E&G ACTIVITY COMBINED

	FY 2018	PCT OF	06/30/2018	PCT OF	FY 2019	PCT OF
	BUDGET	TOTAL	ACTUAL	TOTAL	BUDGET	TOTAL
REVENUES						
Tuition	\$ 47,282,874	55.2%	\$ 46,332,116	53.8%	\$ 42,116,166	51.9%
Fees	12,442,670	14.5%	12,705,147	14.8%	11,169,629	13.8%
	59,725,544		59,037,263		53,285,795	
Less: Institutional Aid/Scholarships	4,132,794	4.8%	3,656,624	4.2%	3,570,713	4.4%
Net Tuition and Fees	55,592,750		55,380,639		49,715,082	
State Appropriation	27,107,091	31.7%	26,713,728	31.0%	27,958,861	34.4%
General State Appropriation	25,107,091	29.3%	25,107,084	29.2%	26,350,861	32.4%
Performance Funding Appropriation	2,000,000	2.3%	1,606,644	1.9%	1,608,000	2.0%
All Other Revenue	2,895,859	3.4%	3,967,083	4.6%	3,532,638	4.4%
TOTAL REVENUES	\$ 85,595,700	100%	\$ 86,061,450	100%	\$ 81,206,581	100%
EXPENSES						
Instruction	\$ 40,425,058	46.1%	\$ 39,911,406	47.2%	\$ 40,267,840	46.8%
Academic Support	12,959,351	14.8%	12,343,679	14.6%	12,192,747	14.2%
Student Services	11,459,511	13.1%	10,867,746	12.8%	11,256,842	13.1%
Institutional Support	11,017,341	12.6%	10,861,495	12.8%	11,555,436	13.4%
Operations and Maintenance of Plant	9,255,889	10.6%	8,808,246	10.4%	9,304,080	10.8%
University-Wide*	2,515,559	2.9%	1,823,488	2.2%	1,545,386	1.8%
TOTAL EXPENSES	\$ 87,632,709	100%	\$ 84,616,060	100%	\$ 86,122,331	100%
EXPENSES GRAND TOTAL	\$ 87,632,709	100%	\$ 84,616,060	100%	\$ 86,122,331	100%
Salaries & Wages	46,198,281	52.7%	45,518,329	53.8%	46,369,504	53.8%
Benefits	25,921,500	29.6%	25,080,252	29.6%	25,123,023	29.2%
Operating	14,533,775	16.6%	12,623,088	14.9%	13,288,671	15.4%
Utilities	2,073,000	2.4%	2,237,655	2.6%	2,215,400	2.6%
Debt Services	1,759,508	2.0%	1,616,972	1.9%	1,649,709	1.9%
Auxiliary Chargebacks	(2,894,355)	-3.3%	(2,704,952)	-3.2%	(2,593,976)	-3.0%
Capital	41,000	0.0%	244,716	0.3%	70,000	0.1%
Net Surplus (Deficit)	\$ (2,037,009)		\$ 1,445,390		\$ (4,915,750)	

*University-Wide includes central salary pools (OT, leave payouts, worker's comp, unemployment), University Contingency fund and Consolidated University Operations (CUO) payments to Office of the Chancellor. This analysis does not include Deferred Maintenance Activity.

RESOLUTION
Certification of Compliance with Board of Governors' Policy 1985-04-A:
University External Financial Support

The Council of Trustees of Edinboro University of Pennsylvania, upon recommendation of the president, hereby certifies, as per Board of Governors' Policy 1985-04-A, that the following affiliated entities make a financial contribution to the University or provide similar benefits on a regular basis, satisfactory to this Council of Trustees and to the president.

Edinboro University Alumni Association
Edinboro University Foundation
Edinboro University Services, Inc.

The Council of Trustees also certifies that, to the best of its knowledge, information and belief, the affiliated entities are in compliance with Board of Governors' Policy 1985-04-A, in that they exist solely for the benefit of the University; the expectations of the relationship between the University and the affiliated entity are memorialized in current, executed Memoranda of Understanding; and the affiliated entities require an annual external audit of their funds and provide copies of their audit reports to the University and the Office of the Chancellor.

The Council of Trustees also certifies that, to the best of its knowledge, information and belief, no University employee serves as a voting member of the Board of these affiliated entities, nor does any employee of the University risk adverse interest through service to or relationship with an affiliated entity.

A copy of a statement by the University's chief financial officer summarizing both the direct University support provided to the affiliated entities and the contributions made by the affiliated entities to the University covered in this certification is attached hereto and made a part hereof.

As approved by action of the Council of Trustees during the quarterly meeting held on September 27, 2018, at Edinboro, Pennsylvania.

Dennis R. Frampton, Chair
Council of Trustees

Barbara C. Chaffee, Vice Chair
Council of Trustees

Daniel E. Higham, Secretary
Council of Trustees