

MINUTES
Edinboro University of Pennsylvania
Council of Trustees Meeting
Monday, October 20, 2008
Edinboro University in Meadville (Bessemer Complex)

On Monday, October 20, Council members met and toured U.S. Bronze Foundry and Machine, Inc. in Meadville, Pa. The facility is owned by Edinboro alumnus and Alumni Association Board member, Dan Higham. Trustees toured the plant and viewed work in progress on the Fighting Scot statue. Following the tour, Chairman Shields and Council members dined with President Brown at a local establishment in Meadville, Peppercorn and Vine Restaurant. At approximately 5:30 p.m., participants arrived at the Precision Manufacturing Institute (PMI) where they were greeted by Dennis Frampton, President of C & J Industries, and Jerry Knight, Executive Director of PMI. Council members received a brief introduction about PMI and toured the facility. Next, Council members were escorted next door to Edinboro University in Meadville in the beautifully renovated Bessemer Complex. There Council members and members of the Meadville community were invited to tour the facility with Dr. Eric Randall, Dean of Science, Management and Technology. Afterwards, all attendees were invited to join Chairman Shields and members of the Council for a brief reception and then attend the public meeting of the Edinboro University Council of Trustees.

At the conclusion of the reception, Chairman Shields invited participants to join him in Room 205 where the quarterly business meeting of the Edinboro University Council of Trustees was convened. At 6:58 p.m., Chairman Shields called the public, quarterly business meeting of the Edinboro University of Pennsylvania Council of Trustees to order. He requested the Recording Secretary, Sherri Galvin, to conduct Roll Call. The following Council members were in attendance:

Dr. Raymond Dombrowski
 Mr. John Evans
 Mr. John Horan
 Catherine Manning, SSJ
 Mr. Ben Miceli
 Ms. Nicole Nelson
 Mr. Harold Shields
 Mr. Harry Thomas

Absent Trustees: Dr. Joseph Cacchione, Mrs. Virginia McGarvey and Mr. John Pulice.

In addition to President Jeremy D. Brown, the following individuals were in attendance at the public meeting:

Dr. Kenneth Adams, Dean of Education
 Dr. Pearl Bartelt, Provost and Vice President for Academic Affairs
 Mr. Sid Booker, Associate Vice President for Human Resources and Faculty Relations
 Mr. JP Cooney, Director of Undergraduate Admissions
 Dr. Donald Dilmore, Associate Vice President for University Libraries
 Ms. Kimberly Fabrizio, Executive Assistant to the President
 Ms. Sherri A. Galvin, Recording Secretary

Dr. Susan Hegel, Associate Vice President for Academic Affairs
Mr. Gordon Herbst, Vice President for Finance and Administration
Ms. Anita Joslyn, Public Relations Assistant
Dr. Jerry Kiel, Vice President for Student Affairs and Student Success
Dr. Erinn Lake, Assistant Vice President for Planning, Research and Continuous Improvement
Dr. Andrew Lawlor, Associate Vice President for Technology and Communications
Ms. Coleen Peckham, Coordinator of Special Events and Programs
Mr. Jeff Pinski, Associate Director of Public Relations and Marketing
Dr. Eric Randall, Dean of Science, Management and Technology
Mr. Bruce Whitehair, Vice President for Development and Marketing
Guests: Dan Higham, Dolores Higham and Dennis Frampton

Following Roll Call, Chairman Shields recognized that a quorum was present. On behalf of the Edinboro University Council of Trustees, Chairman Shields noted it was a pleasure to be in Meadville. He noted that this was one of the first times that one of their quarterly business meetings had been held outside of the University campus. The Council determined that it was important for them to begin to expand their footprint beyond the campus perimeter. Therefore, and since Edinboro University has partnered with constituents in the Meadville area for a number of years, the Council wanted to express its appreciation, confidence and thanks to the community. Chairman Shields thanked all for welcoming the Edinboro University Council of Trustees to Meadville. He also thanked Dan Higham for the tour of his foundry, Dennis Frampton for the tour of PMI, and Dr. Randall for the tour of the Bessemer Center.

Chairman Shields invited Dr. Eric Randall, Dean of Science, Management and Technology, to deliver words of welcome on behalf of the Meadville Center's Coordinator of Outreach Operations, Mr. Don Apel. He extended thanks to Chairman Shields and members of the Council. Dr. Randall noted that the Center is a classical building which was built in 1865-68 and has since been reconstructed several times. It is the portal for Crawford County and for Edinboro University. As a small memento of the Council's visit to Edinboro University in Meadville, they were presented small medallion milled out of carbide. Greenleaf Industries manufactured the pieces. The piece exemplifies Edinboro University in Meadville's focus in Meadville and the industry that we have endeavored to serve. Dr. Randall highlighted what has been accomplished at the Center since 2005. In the last year, Edinboro University has trained about 4,000 individuals through this Center. There are typically anywhere from 200-300 students engaged in classes (12-15 sections). He noted that some graduate sections are run completely at this facility, but by and large we are doing a lot of outreach. These are often one-time arrangements with other industries where we are either providing the instructors or they are bringing their own instructors in to use the magnificent facilities. Manufacturing Engineering Technology (MET) has brought in an excess of \$1.5 million which has helped to fund this institutional facility. Those who took the tour earlier in the evening with Dr. Randall saw what is referred to as the "unchartered" territory – a portion of the original building which is what the facility looked like prior to its renovation. Architect Perry Douglas has graciously given the University the schematics for the renovation of the remaining portion of this facility. Edinboro University has established partnerships with PMI, and National Tooling & Machining Association (NTMA) in bringing youth and incumbent workers into programs that work at PMI, at Edinboro University, with Penn State Behrend and other collaborators. Edinboro University in Meadville is one of 24 locations world-wide that participates in the ASM International Materials Science Camps. Last summer, Edinboro University in Meadville hosted the Executive Director, Dr. Diane Chong, who is Director of Materials and Technology for the Boeing

Corporation in Seattle, as the keynote speaker. Edinboro University is one of the few non-residential camps that is catching the attention of ASM Materials Science professionals. Dr. Randall thanked the Council members for their attendance and invited them to return for a visit soon.

Chairman Shields thanked Dr. Randall for his words of welcome. He then moved on to the next agenda item, Old Business. He noted that three sets of Minutes had been presented for review and approval. The Chair solicited concerns, comments, corrections or additions. Hearing none, he entertained a motion for approval of the Minutes from the Special Meeting held on August 28, 2008. **It was voted**, on motion of Trustee Dombrowski, seconded by Trustee Thomas to approve the Minutes from the August 28, 2008 Special Meeting as presented. The motion carried with the unanimous approval by the Council. Next, Chairman Shields solicited a motion which called for the approval of the Minutes for the meeting held on Monday, August 25, 2008. **It was voted**, on motion of Trustee Dombrowski, seconded by Trustee Manning to approve the Minutes as presented from the Monday, August 25, 2008 quarterly business meeting. The motion carried with the unanimous approval by the Council. Lastly, the Chair sought a motion for the approval of the Minutes for the meeting held on Monday, June 30, 2008. **It was voted**, on motion of Trustee Nelson, seconded by Trustee Thomas to approve the Minutes as presented from the Monday, June 30, 2008, quarterly business meeting. The motion carried with the unanimous approval by the Council.

Chairman Shields then called on Trustee Thomas who was asked to provide comments on behalf of the By-Laws Committee. Trustee Thomas noted that some time ago he was charged with the duty of forming a Committee to review the Council's By-Laws. The By-Laws had not been reviewed since 1989. An Ad Hoc Committee was formed with Trustee Thomas appointed as the Chair along with Trustees Horan, McGarvey and Pulice. The Committee reviewed and presented an initial "revised" version to members of the Council as the current By-Laws require in accordance with Article 6. Article 6 indicates that the Council must, at a regular meeting, present the written By-Laws with amendments. This was accomplished via U.S. Mail in May 2008, and again presented at the Council's quarterly business meeting on June 30, 2008. Trustee Thomas stated that it was now incumbent upon the Council to act upon the amendments as previously submitted via mail and the June 30 meeting. A two-thirds vote of the members present is required for approval. While it was not his intention to name all of the changes, he did call to the members' attention the renewed emphasis with regard to fiduciary duties, ethics considerations and one's obligation to act in the best interest of the institution and for the good of the public. Trustee Thomas noted the incorporation of the Powers and Duties of Councils of Trustees in Article II, word for word, as outlined in Act 188. Language was added and/or changed with regard to the terms of the officers of the Council and avoidance of a rigid sequential selection process based upon seniority or prior officer status. The duties of the Secretary have been expanded to include the timely review of the Council's By-Laws and need for amendments, ensure that the Council acts in accordance with policies of the Board of Governors and that books and records are properly maintained. There is a provision for the assignment of a Recording Secretary to the Council as designated by the President who would work with the Council to make certain that all meetings are properly scheduled, notices are submitted, and official minutes and records kept. Trustee Thomas stated that Conflict of Interest and Code of Ethics provisions have been included. Therefore, and on behalf of the Ad Hoc Committee, Trustee Thomas presented a motion which called for the approval of the revised By-Laws as presented. **It was voted**, on motion of Trustee Thomas, seconded by Trustee Horan to approve the amended By-Laws as presented on behalf of the Ad Hoc Committee. The motion carried with majority approval by the Council. Since Trustee Nelson was on "leave" during the

period of time when the revisions to the By-Laws were presented, she asked that her vote be noted as an abstention. Chairman Shields thanked Trustee Thomas and members of the Committee for all of their hard work. He and others recognized the amount of work put into this assignment and expressed appreciation for a job well done.

The Chair continued with the next agenda item and called for comment(s) from the public in attendance. Chairman Shields noted that no one came forward to offer any public comment(s). He then turned the floor over to President Brown for the delivery of his report to the Council. President Brown began his report by echoing the comments made earlier by Dr. Randall, noting that it was a pleasure to be in Meadville. He stated that it was important to emphasize that this project really would not have gotten off the ground without the support of PMI, the various communities surrounding Meadville, several tool and die industries and the people of Meadville who have really supported Edinboro University along the way. He said it was gratifying to think about the future that lies ahead for Edinboro University in Meadville in terms of providing educational opportunities and helping us to reach out to new populations, offering new curricular programs and expanding Edinboro University to a larger area than we have done in the past. He noted that Edinboro University in Meadville is excited about the partnerships that have been struck thus far with various businesses in the area. Next, President Brown reported on enrollments and shared his thoughts for the future. At the start of the Fall semester, faculty and staff welcomed 1,303 new students to the University. That numbers included 196 students in the Edinboro Success Program (ESP) and 73 students in the College Success Program (CSP). Early reports indicate the quality of the ESP students is higher than last year which is reflective of the amount of effort put into ensuring that students admitted under this program are highly motivated and recognize the unique opportunity that this program affords them. On the negative side, the University experienced a large number of students who did not return, not just second year students, but also some juniors and seniors. This and other retention-related issues will be addressed in the coming year in a very concerted way. On the positive side, the average SAT score for entering students is higher by 23 points than last year. This aggressive approach to select more motivated and more prepared students will lead to an eventual positive impact on retention and persistence rates of the student body. President Brown publicly thanked and credited the work of the new Undergraduate Admissions Director, J.P. Cooney, and the Admissions staff for bringing on board a talented entering class for this fall. In the interest of looking forward, the President reported that applications for Fall 2009 entrance are about two weeks ahead of last year. Freshmen applications are up from 415 at this time last year to 609, while freshmen admits are up from 154 last year to 217 this year. Trends show that we are again seeing a good number of students expressing early interest and are also of higher quality. On the graduate school side, the President reported record enrollments for the Fall. Numbers are showing an over 20% increase – primarily in the School of Education and in particular programs that are being offered through distance learning mode of instruction. President Brown extended thanks to the Dean of Graduate Studies, Dr. Scott Baldwin, and members of the School of Education for not only their entrepreneurial efforts, but also in reaching out to larger populations. As noted previously by President Brown, a lot of emphasis is being placed on retention this year. The Retention Team plans to establish some strategic goals for the year which might be construed by some as aggressive. The review and analysis of some very strong data based on historical retention efforts leads the Team to believe that we can be much more successful in our retention efforts and that there are some gains to be made. The University has established a goal of improving the 2008 fall-to-spring persistence rate for all undergraduate students by 2%, making the targeted retention rate 88.6%. On a base of 6,163 undergraduate students, the University aims to retain a minimum of 123 more students from fall to spring. Likewise, the University is working towards a 2008-2009 fall-to-fall retention goal of

71.5%. The President noted that it is usually the first semester in a student's life that proves to be the most difficult. Next, President Brown spoke about the recent groundbreaking held for the Human Services Building on October 3. A large crowd of special guests, including participants from the 20th Annual Speech-Language Pathology Alumni Conference, was in attendance. The dome facility is expected to be delivered on campus by the end of October with an anticipated inflation to take place in mid-November. The dome project is slated for completion by January, 2009. The President also noted that we are well on track for the new student housing project and it is anticipated it will be ready for occupancy with the start of the 2009 Spring semester. A sample model suite is open for viewing. Renovation plans are also on track with respect to the Cooper Science building. With the start and completion of this renovation project, we expect it to really push the University's science programs to a whole new level. Lastly, President Brown reported on his efforts to promote the University on an international level. He noted his recent return last evening from a trip abroad to Korea and China. The University saw a larger number of international students enroll and begin studies here this Fall. He expects the University to receive middle-aged students from China again this coming year and is hopeful that we will have groups of students from Korea and Panama. The President is also in the early phases of discussions with an institution in Bosnia. Presently, we are expecting a delegation to visit the University in November from Lublin, Poland, which is the result of the University's visit there in May (President Brown and Mr. Terrence Carlin). In closing, President Brown stated that it is really an exciting time to be at Edinboro University. There is so much going on and so much progress that is being made. He is proud to be a part of a great team of faculty, staff and students and envisages a bright future for all.

Chairman Shields thanked President Brown for his report. He then moved on to the next agenda item, New Business. The Chair noted that one purpose of this evening's meeting was to provide for the recognition of two outstanding Edinboro University graduates who were also prominent community leaders in Meadville. He then called on Trustee Manning to make the first presentation. Trustee Manning asked Dennis Frampton to come forward. She noted that it was a distinct privilege for her to represent the Edinboro University Council of Trustees in presenting the following Resolution signed by Council Chairperson Harold C. Shields, Council Vice Chairperson Virginia L. McGarvey and Council Secretary Dr. Raymond L. Dombrowski which served to honor his contributions:

Whereas, Dennis Frampton, a 1989 graduate of Edinboro University of Pennsylvania with a Bachelor of Science degree in Industrial Trades Leadership, is president of C&J Industries, a plastics manufacturer and product design company specializing in complex, high-precision injection molded components and assemblies; and

Whereas, Dennis Frampton has selflessly served the Edinboro University Foundation for nearly nine years, four years as chair as well as volunteered his considerable management expertise to countless civic and non-profit organizations throughout northwestern Pennsylvania; and

Whereas, Dennis Frampton has represented his alma mater with distinction, provided noteworthy leadership in the *Highlands at Edinboro University* student housing complex, and made significant personal contributions while helping to raise hundreds of thousands of dollars for scholarships and the Edinboro University in Meadville facility; and

Whereas, Dennis Frampton was formally recognized in 2002 with the Edinboro University Alumni Award of Excellence; then

BE IT RESOLVED, therefore, that this Council of Trustees of Edinboro University acknowledges the service, volunteerism, leadership and dedication of Dennis Frampton to the University and wishes him continued success and fulfillment in all his future endeavors.

Unanimously adopted by the Council of Trustees on this 20th day of October, 2008.

Trustee Manning noted that it was a pleasure to extend congratulations to him. A round of applause ensued in recognition of the presentation of this Resolution. Dennis thanked the Council and Edinboro University for this honor. He indicated that it was truly a pleasure to work with everybody in the Edinboro family.

Chairman Shields indicated that the next individual to be honored was someone that he's known for a number of years. He then called forward Dan Higham to join him at the podium. On behalf of the Edinboro University Council of Trustees, the Chair presented the following Resolution signed by Council Chairperson Harold C. Shields, Council Vice Chairperson Virginia L. McGarvey and Council Secretary Dr. Raymond L. Dombrowski in recognition and in honor of the many contributions he and also his wife Dolores have made to Edinboro University and the Meadville area:

Whereas, Dan Higham, a 1970 graduate of Edinboro University of Pennsylvania with a Bachelor of Science degree in Math-Science, is president of U.S. Bronze Foundry & Machine Inc., New Frontier Industries, and Lubrite® Technologies; and

Whereas, Dan Higham has selflessly given his considerable management expertise to countless civic and non-profit organizations throughout northwestern Pennsylvania, especially well-serving the Edinboro University Alumni Association for nearly sixteen years, five years as president; and

Whereas, Dan Higham has represented his alma mater with distinction, making significant personal contributions while helping to raise hundreds of thousands of dollars for scholarships, the Alumni House, and the Fighting Scot Statue project; and

Whereas, Dan Higham, a past recipient of the Eberly Award for Volunteerism from the State System of Higher Education, has demonstrated exceptional leadership as an advocate for public higher education in Pennsylvania; and

Whereas, Dan Higham, was honored in 1993 as Edinboro University's Distinguished Alumni for Business and Industry, and further honored in 2008 with Edinboro University's Alumni Award of Excellence; then

BE IT RESOLVED, therefore, that this Council of Trustees of Edinboro University acknowledges the service, volunteerism, leadership and dedication of Daniel Higham to the University and wishes him continued success and fulfillment in all his future endeavors.

Unanimously adopted by the Council of Trustees on this 20th day of October, 2008.

Following a round of applause, Chairman Shields congratulated Dan and noted that this honor was well-deserved. Dan thanked all in attendance for this honor. He proceeded to indicate that the Meadville facility held special meaning to him since not only does it house Edinboro University, but was also once home to his predecessor company in 1910. The company

eventually moved across the street in 1914 and subsequently moved to their present location in 1947. He closed by indicating that this recognition was very special to him.

Chairman Shields returned to the business meeting agenda and asked that divisional reports be delivered by respective vice presidential liaisons. The first to deliver his report on behalf of the Finance and Administration Committee was Vice President Gordon Herbst. He noted that the Committee had not met this afternoon, but that he was prepared to present a motion on their behalf to advise the acceptance of President Brown's recommendation for the approval of Contracts and Purchases for period June 1 through September 30, 2008. Hearing no questions or concerns, the Chair called for the vote. **It was voted**, on motion of Trustee Manning, seconded by Trustee Dombrowski to accept President Brown's recommendation for approval of the Contracts and Purchases as reviewed for the period June 1 through September 30, 2008.

For the record, Vice President Herbst noted several pages of personnel transactions since June 30 which were being presented for their review and information. These included:

NEW HIRES/REPLACEMENTS/CONTINUATIONS

Adamus, Daniel E., part-time, temporary (25%), Instructor, Business and Economics Department, Fall 2008 semester, contingent upon enrollment at \$5,227.23 effective August 16, 2008.

Baron, Ms. Heather-Lee M., part-time, temporary (50%), Instructor, Elementary Education Department, Fall 2008 semester, contingent upon enrollment at \$10,454.46 effective August 16, 2008.

Bliley, Mr. Sean, part-time, temporary (25%), Instructor, Business and Economics Department, Fall 2008 semester, contingent upon enrollment at \$5,227.23 effective August 16, 2008.

Christoph, Ms. Doretha, part-time, temporary (75%), Instructor, Business and Economics Department, Fall 2008 semester, contingent upon enrollment at \$15,681.68 effective August 16, 2008.

Cole, Dr. Robin Jr., full-time, temporary, Assistant Professor, Health and Physical Education Department, 2008-09 academic year, contingent upon enrollment at \$48,409.51 effective August 16, 2008.

Durst, Ms. Brenda, part-time, temporary (25%), Instructor, Speech, Language and Hearing Department, Fall 2008 semester, contingent upon enrollment at \$5,227.23 effective August 16, 2008.

Forrester, Mr. Kimber, part-time, temporary (50%), Instructor, Communication and Media Studies Department, 2008-09 academic year, contingent upon enrollment at \$20,908.91 effective August 16, 2008.

Grafton, Ms. Adrienne M., full-time, temporary, Instructor, Art Department, Fall 2008 semester, contingent upon enrollment at \$2,090.89 effective August 25, 2008.

Haft, Mr. Kevin R., regular, full-time Patrol Officer, University Police Department at \$32,485.00 effective August 11, 2008.

Hanna, Mr. William R., part-time, temporary (66%), Instructor, Art Department, 2008-09 academic year, contingent upon enrollment at \$27,878.55 effective August 16, 2008.

Kerss, Ms. Tari, part-time, temporary (66%), Instructor, Art Department, 2008-09 academic year, contingent upon enrollment at \$27,878.55 effective August 16, 2008.

Kolupski, Ms. Charlene, part-time, temporary (25%), Instructor, Social Work Department, 2008-09 academic year, contingent upon enrollment at \$10,454.46 effective August 16, 2008.

continued – New Hires/Replacements/Continuations

Li, Dr. Ye, full-time tenure track, Assistant Professor, Physics and Technology Department, at \$48,409.51 effective August 16, 2008.

Mando, Ms. Marti, part-time, temporary (25%), Instructor, English and Theatre Arts Department, Fall 2008 semester, contingent upon enrollment at \$5,227.23 effective August 18, 2008.

Natalie, Mr. Jeffrey M., part-time, temporary (50%), Instructor, Social Work Department, 2008-09 academic year, contingent upon enrollment at \$20,908.91 effective August 16, 2008.

Pudlewski, Mr. James, part-time, temporary (25%), Instructor, Business and Economics Department, Fall 2008 semester, contingent upon enrollment at \$5,227.23 effective August 16, 2008.

Proulx, Ms. Suzanne, full-time, temporary, Instructor, Art Department, Fall 2008 semester, contingent upon enrollment at \$20,908.91 effective August 16, 2008.

Robinson, Dr. Linda, full-time, temporary, Assistant Professor, Art Department, 2008-09 academic year, contingent upon enrollment at \$48,409.51 effective August 16, 2008.

Shadle, Mr. Joseph, part-time, temporary (25%), Instructor, Business and Economics Department, Fall 2008 semester, contingent upon enrollment at \$5,227.23 effective August 16, 2008.

Sitter, Ms. Susan E., full-time, temporary, Instructor, Nursing Department, 2008-09 academic year, contingent upon enrollment at \$41,817.82 effective August 16, 2008.

Stainbrook, Ms. Judith A., part-time, temporary, Instructor, Art Department, 2008-09 academic year, contingent upon enrollment at 13,939.27 effective August 16, 2008.

Stoll, Ms. Casey A., part-time, temporary (50%), Instructor, Elementary Education Department, Fall 2008 semester, contingent upon enrollment at \$10,454.46 effective August 16, 2008.

Swick, Dr. John C., part-time, temporary (25%), Instructor, Business and Economics Department, Fall 2008 semester, contingent upon enrollment at \$5,227.23 effective August 16, 2008.

Tyler, Ms. Karen, part-time, temporary (50%), Instructor, Elementary Education Department, Fall 2008 semester, contingent upon enrollment at \$10,454.46 effective August 16, 2008.

Tysiachney, Mr. Joshua, part-time, temporary (25%), Instructor, Communication and Media Studies Department, 2008-09 academic year, contingent upon enrollment at \$10,454.46 effective August 16, 2008.

Wegner, Ms. Barbara, part-time, temporary (50%), Instructor, Art Department, Fall 2008 semester, contingent upon enrollment with salary based upon the number of student teachers who enroll for the course, effective August 16, 2008.

Witowski, Dr. Lisa, part-time, temporary (50%), Assistant Professor, Elementary Education Department, Fall 2008 semester, contingent upon enrollment at \$12,102.38 effective August 16, 2008.

Woods, Ms. Renee M., part-time, temporary (25%), Instructor, Speech, Language and Hearing Department, 2008-09 academic year, contingent upon enrollment at \$10,977.18 effective August 16, 2008.

Zimmerman, Ms. Melisa S., part-time, temporary (50%), Instructor, Business and Economics Department, Fall 2008 semester, contingent upon enrollment at \$10,454.45 effective August 16, 2008.

RESIGNATIONS

Haithecox, Ms. Melissa J., Assistant Professor, Health and Physical Education Department, effective close of business August 1, 2008.

continued - Resignations

Leamon, Mr. Erik, part-time, temporary Instructor, Special Education and School Psychology, effective close of business August 13, 2008.

Lucas, Dr. Susan, Assistant Professor, Geosciences Department, effective close of business July 16, 2008.

Paulus, Dr. Michael D., Associate Professor, Social Work Department, effective close of business August 15, 2008.

Richardson, Ms. Elizabeth A., Librarian-Instructor, Baron-Forness Library, effective close of business, July 18, 2008.

COACHING CONTRACTS

Sallie, Ms. Jamie D., contract extension as regular part-time, assistant, non-faculty coach of Women's Soccer, through close of business June 11, 2009 at \$10,531.75

RENEWED CONTRACT

Flynn, Ms. Allison, full-time, temporary (9 month), State University Administrator, Level 1 Admissions Counselor, Undergraduate Admissions Office, at \$38,000.00 effective August 1, 2008.

SICK, PARENTAL AND FAMILY CARE (SPF) LEAVE

Althof, Ms. Susan, Sick, Parental and Family Care (SPF) Absence from June 24, 2008 through July 14, 2008.

Buziewicz, Ms. Mary Beth, Extended Sick, Parental and Family Care (ESPF) Absence for the period May 23, 2008 through November 23, 2008.

Counard, Ms. Cappy, Parental Leave of Absence for the period August 16, 2008 through February 16, 2009.

Davis, Ms. Judy, Sick, Parental and Family Care (SPF) Absence from May 19, 2008 through June 15, 2008.

PROMOTION

Vitelli, Ms. Kelly M., promoted from Regular, Full-time (12 mo.) State University Administrator (SUA) 1, Financial Aid Coordinator to a Regular, Full-time (12 mo.) SUA 2, Assistant Director of Financial Aid in the Financial Aid Office effective July 21, 2008 at \$40,704.00.

RECLASSIFICATION

Kightlinger, Mr. Paul, from PASSHE Manager, Grade 180, Director of Auxiliary Services to PASSHE Manager, Grade 190 Director of Auxiliary Services effective July 1, 2008.

DISCHARGED

Parker, Mr. Daryl B., Director of Residence Life and Housing, effective August 18, 2008.

LEAVE WITHOUT PAY

Siple, Dr. Barbara, Associate Professor, Counseling and Psychological Services Department, leave of absence without pay, without benefits from July 21, 2008 through August 22, 2008, and December 30, 2008 through January 3, 2009.

Lastly, Chairman Shields asked Trustee Miceli to provide his representative report as the liaison to the University Services Board of Directors. The following two items are highlights from the September 22 Board meeting:

- **Update – Student Services Center:** The Chair informed the Board that this project has been put on hold. After many attempts to reduce costs with the developer, the bottom line is that the cost of construction and the associated debt service exceeded what the Corporation could absorb. The Board will review this matter again next year.
- **Annual Audit:** USI's financial statements present fairly, in all material respects, the financial position of USI as of June 20, 2008. There were no material weaknesses found regarding internal control over financial reporting. An unqualified opinion was received.

Next, Chairman Shields called on Dr. Pearl Bartelt, Provost and Vice President for Academic Affairs, to deliver her report on behalf of the Academic Affairs Committee. She noted the distribution of a document to the Committee which served to summarize program revisions and reason(s) for the proposed action – **Attachment #1**. These included the following:

Associate of Science – Pre-pharmacy
Bachelor of Arts – Geography
Bachelor of Science – Geology

Master of Arts in Counseling: College Counseling
Master of Arts in Counseling: Community Counseling
Master of Arts in Counseling: Rehabilitation Counseling
Master of Arts in Counseling: School Counseling
Master of Arts in Counseling: Student Affairs Practice
Master of Education in Educational Psychology

Additionally, the Committee recommends the placement of the Graduate Certificate in Information Technology on moratorium. She noted that this certificate was originally put into place prior to the development and offering of a Master of Science in Information Technology. Since there are no students enrolled in the program and have been no students for a while, the Certificate is no longer needed. Prior to the vote, Chairman Shields solicited any discussion and/or concerns. **It was voted**, on motion of Trustee Dombrowski, seconded by Trustee Manning to approve the above-referenced program revisions as well as place the Graduate Certificate in Information Technology on moratorium as presented. The motion carried with unanimous approval by the Council.

In her informational report, Provost Bartelt proudly announced the receipt of a grant from PASSHE for the Entrepreneurial Leadership Center in the amount of \$207,978. Chancellor Cavanaugh noted specifically in his award letter "the selection process was very competitive and this award represents a level of excellence in your programming not seen across the System." She noted congratulations are really due to Dean Terry Smith. In addition, Tom Kidd, Director of the Art Incubator, has informed the University that the Northwest Commission has approved a \$35,000 grant for the Applied Media Arts Lab and this combined with another KIZ grant gives the Art Incubator project \$70,000 for equipment. Also, the Department of Justice, Office of Justice Programs, has awarded David Ferster \$238,056 for his proposal entitled, "Digital Evidence: Computer Forensic Training for the Changing Face of Crime." The Western Pennsylvania High Tech Crime Training Center at Edinboro University will make training available for 650 law enforcement personnel on technology crime investigation techniques,

writing search warrants to seize digital evidence, and conducting computer forensic examinations. Edinboro's Workforce and Economic Development Network (WEDnet) program had a record-setting year for 2007-08, invoicing \$485,757 in grants and earning \$38,860 in administrative fees. Online courses have expanded in 2008 with 36 courses serving 770 students. This fall, Edinboro University is offering 72 online courses with an enrollment of over 1,400. Twenty-two Edinboro University students just returned from visiting Salem Village, Massachusetts Bay Colony and Boston where they were able to see and participate in areas of historical significance. Provost Bartelt reported that Dr. Jerra Jenrette coordinates this trip each year for our students. The programs for the transformation of our educational curriculum under Chapter 49 have been developed for Early Childhood (Pre-K - 4), Special Education P-8) dual certification with Early Childhood, and nine concentrations for Middle Level (grades 4-8) and are waiting for review and approval by the University-wide Curriculum Committee. The Homecoming tent sponsored by the School of Education was an overwhelming success. Lastly, Dr. Bartelt reported on the following scholarly pursuits by University students both at the graduate and undergraduate level as well as faculty. These include:

- Joshua Bow and Janel Hodge, Psychology students under the direction of Dr. Peter McLaughlin, presented their research poster at the Undergraduate Research at the Capitol Competition – Pennsylvania. She thanked Representative John Evans for stopping by the exhibit and speaking with them.
- MSN students Melissa Greene and Christine Higley placed second in the state-wide competition for graduate and medical students in a health care field called the Pennsylvania Department of Health's State Health Improvement Plan (SHIP) Student Research Paper Competition.
- Edinboro University student Scott Thompson received third place for his poster at the Consortium for Computing Sciences Conference – Midwest. CCSC is associated with the larger national Association of Computing Machinery.
- Four photography students had their work displayed at the juried annual Meadville Council of the Arts "October Evenings" exhibit.

For the record, the following students were awarded an International Instructional Fee Waiver for Fall 2008, in accordance with institutional and PASSHE Board of Governors policy:

**Fall 2008
Cooperative Exchange Agreement Recipients
as of October 14, 2008**

CHINA

Shandong University of Technology

VACANT	Visiting Scholar	Tuition, fees, book stipend
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Jinan University

VACANT	Visiting Scholar	Tuition, fees, book stipend
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Zibo Municipal Education Bureau

Yuan, Su Xia	Student	Tuition, fees, room and board
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GERMANY**Fachhochschule Wurzburg-Schweinfurt University of Applied Sciences**

Philipp, Stefan	Student	Tuition & Fees
VACANT	Student	Tuition & Fees

MEXICO**Universidad Autonoma de Yucatan**

VACANT	Student	Tuition, Fees, Room & Board
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POLAND**Maria Curie-Sklodowska University**

Chodkiewicz, Marta	Student	Tuition, Fees, Room & Board
Szymanska, Karoline	Student	Tuition, Fees, Room & Board
VACANT	Visiting Scholar/Professor	Room & Board

Fall 2008**Edinboro University Exchange Participants
as of October 14, 2008****GERMANY****Fachhochschule Wurzburg-Schweinfurt University of Applied Sciences**

VACANT	Student	Tuition & Fees
VACANT	Student	Tuition & Fees

MEXICO**Universidad Autonoma de Yucatan**

VACANT	Student	Tuition & Fees
VACANT	Student	Tuition & Fees

POLAND**Maria Curie-Sklodowska University**

VACANT	Student	Tuition, Fees, Room & Board
VACANT	Student	Tuition, Fees, Room & Board

Chairman Shields thanked Provost Bartelt for the excellent report. He then asked Vice President Bruce Whitehair to come forward to deliver his report on behalf of the Development and Marketing Committee. Mr. Whitehair noted the following divisional highlights:

- As of September 30, 2008, the Development Office has raised \$897,522 for fiscal year 2008-09 compared to \$258,152 for fiscal year 2007-08. This is an increase of \$639,370 over the same period last year.

- Six new funds have been created since the last report including the Podufal Family Scholarship, the Anand Santhalia Scholarship for International Students, the Mathematics Department Discretionary Fund, the Irlbacher Family Scholarship, the Thomas and Barbara Heard Memorial Scholarship, and the Clyde L. Cressler Family Wrestling Scholarship.
- The Edinboro University Foundation has nominated three new board members: James R. Scarpitti, local CPA who owns his own firm; Mary E. Schaaf, First Vice President, CFM and Senior Financial Advisor at Merrill Lynch; and Ms. Neala Ferralli, Community Organizer.
- The Alumni Association Board of Directors has approved two new board members: Eric Levis ('88), Director of Communications, Pennsylvania Fish and Boat Commission, and Suzette Lariccia ('96), Secondary Education English Teacher, Erie School District.
- Phase II of the Student Housing Project was accepted by a Resolution of the Foundation Board. The Phase I team of professionals has been contacted about participating in Phase II.
- Gifts can now be submitted via our new secure online giving program.
- Upcoming events include:
 - October 22 Erie Philharmonic Concert provided by Dr. William Alexander
 - October 23 Reception for community and business leaders at football game - Fighting Scots vs. Mercyhurst
 - November 7-9 Family Weekend
 - November 8 Pre-game Tent Party for Parents/Family of all students Fighting Scots vs. Millersville
 - December 5 President's Scholarship Gala (event has been sold out)
 - December 7 Midnight Breakfast

Trustee Thomas inquired of Vice President Whitehair if all of the Board slots have been filled on either the Alumni Association or Foundation Board of Directors. He responded by indicating that the Alumni Association has a membership of 25 with two vacancies open and likewise the 20-member Foundation Board also had two vacancies remaining. Chairman Shields also took the opportunity to comment on the quality of the student housing model suite that is available for public visits. He noted that he has heard many favorable comments from those who have availed themselves of this opportunity. He also acknowledged a visit to the campus by Representative John Evans tomorrow, October 21, for a press conference at which time he would be delivering to the University a check in the amount of \$1.75 million in support of the \$24 million Cooper Hall expansion and renovation project.

Following the delivery of the Development and Marketing Committee report, Chairman Shields asked Dr. Jerry Kiel to present his report on behalf of the Student Affairs and Student Success Committee. He noted that October is one of the busiest months on campus. Highlights from his report included the following items:

- Hispanic Heritage Month (September 15-October 15) was celebrated. One of the highlights was dance lessons and demonstrations of various Latin styles of dance, such as salsa. These programs, held on October 7 and 9, were well attended by our students.

- October is also Gay Lesbian Bisexual Transgender Month. GLBT month activities included a lecture series with presentations by several of our faculty, Safe Zone Training programs for faculty and staff, and a "Coming Out" Day Social on October 11.
- Alcohol Awareness Week was held October 13-16. Highlights included a mock car crash, a program called "Hypnotic Intoxication" that uses comedy and hypnosis to raise awareness of how individuals can act when under the influence of alcohol, and a discussion entitled "Don't Let the Time of Your Life Ruin the Rest of Your Life." All activities were funded through a grant we received from the Pennsylvania Liquor Control Board.
- Saturday, October 25 will be an extraordinarily busy day on and around campus. The annual R.A.K.E. event (Random Acts of Kindness in Edinboro) will be held in the morning and in the afternoon. Hundreds of students, staff, and faculty will perform service activities around the Borough of Edinboro, most notably, raking leaves.
- The University's Fall Open House will also be held on October 25 from 1-3 p.m. The event will be held in the Pogue Student Center.
- Dr. Kiel reminded Council members about the football game against Mercyhurst on Thursday, October 23. Kickoff is at 7 p.m. The Fighting Scots football team is currently ranked 16th in Division II and 4th in the Atlantic Region (the top 6 teams make the NCAA playoffs) and is tied with Mercyhurst for 2nd in the PSAC West. If you cannot attend in person, the game will be telecast live on CBS affiliate WSEE-TV (Erie).
- The University Programming Board (UPB) sponsored its annual fall concert, featuring country star Gary Allen on October 11. Approximately 2,000 students, faculty, staff, and community members were in attendance. The UPB is also sponsoring numerous evening, late night and weekend activities this year in an effort to get more students involved in campus life and keep them on campus over the weekends. The next event will be a Mock Tailgate party before the football game this Thursday, where students can get a burger, some wings, and a root beer for free.
- The Women's Volleyball Team is having an excellent season with a record of 22-5. The team is currently ranked #2 in the Atlantic Region, putting them in great position to make the NCAA playoffs. This year's squad is very young, which bodes well for the future.
- Family Weekend is November 7-8, with the majority of activities taking place on Saturday the 8th. The schedule of events for November 8 includes:

10AM: Coffee with President and Mrs. Brown

All Day: Wheelchair Basketball~11th Annual Boro Shootout ~ McComb Fieldhouse

11AM - 7PM: Boro Street Fair: Enjoy sidewalk sales, special events and many more activities

12PM: EUP Fighting Scot v. Millersville ~ Sox-Harrison Stadium

12PM - 5PM: "Interlocution/More than a Book" ~ Bruce Gallery

4PM: Dinner: "Recipes from Home," Van Houten Dining Hall

1PM: EUP Swimming v. Kutztown & Mansfield ~ McComb Fieldhouse

5PM: EUP Volleyball v. California (Pa) ~ McComb Fieldhouse

6PM: Movie: "Step Brothers" ~ Pogue Student Center Scots Cinema

7PM: **The Adult Circus** ~ Pogue Student Center Multi-purpose Room

7PM: Ecumenical Church Service featuring the "Voice of Edinboro" ~ Miller Gym

9PM: Movie: "Step Brothers" ~ Pogue Student Center Scots Cinema

- The annual Greek Life Date Auction will be held on December 2. Typically, this fun event is a big fundraiser for our Greek organizations' annual philanthropy, which again this year is the Make-a-Wish Foundation.

- The model suite for our new housing was open for Homecoming, as you may know, and is being showcased all this month to prospective students and their families, as well as to other visitors to campus. It is very attractive and is drawing rave reviews from all who have seen it.
- This is the first semester we have had full use of the Pogue Student Center and we are thoroughly monitoring activity levels in the building. On average, approximately 800 individuals are utilizing the building each day, Monday through Friday, and the number is growing monthly.
- Lastly, the traditional Midnight Breakfast will be held on Sunday, December 7. As always, the goal is to fortify our students with some good food and well wishes as they begin their week of final exams.

Chairman Shields thanked Dr. Kiel for the report. He then called on Dr. Erinn Lake to provide a brief report on behalf of the Institutional Effectiveness, Planning and Data Management Committee. The following highlights were discussed by Dr. Lake:

- **Fall 2008 Enrollment** - The official Fall 2008 enrollment "freeze date" was September 15, 2008. Our freeze file has been submitted to PASSHE and verified. Total headcount for Fall 2008 is 7,671 with a headcount of 6,160 undergraduates and a headcount of 1,511 graduate students.)
- **2007-2008 System Accountability Report** - Since the August 25, 2008, Council of Trustees meeting, the University is in receipt of PASSHE Performance Indicator award funding data by university. This data has been analyzed and was discussed extensively at the Budget Priorities meeting held Friday, October 17.
- **RBASE & Retention Reports** - In addition to complying with PASSHE Annual Data Collection plan requirements, UPIRCI continues to develop retention reports for Academic and Student Affairs. A workbook with 52 worksheets was prepared detailing Fall 2007 to Spring 2008 retention data. Work is now in progress with respect to Spring 2008 to Fall 2008 retention for comparisons reasons. Our preliminary 2nd year persistence rate for Fall 2008 for full-time, first-time baccalaureate students is unofficially 69.6% -- compared to 69% for Fall 2007.

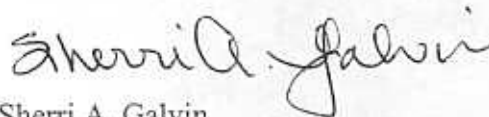
Lastly, the Chair asked Trustee Thomas to provide appropriate comments regarding his attendance at last week's PACT Conference which was held on the Shippensburg University campus. He reported that the theme of the conference centered upon ethics. The program could have been, in his opinion, a bit longer and a bit more beefy. However, a lot of good information was shared, discussed and disseminated on that topic. Trustee Thomas announced his intention to put into memorandum form his observations. He noted that a new website has been rolled out by PACT. Trustees will be receiving information regarding username, password, etc. in order to gain access to the new website. The new website will contain the PACT By-Laws as officially updated, the Trustee handbook, legal division information and Frequently Asked Questions from the legal division, a Trustee directory, conference schedule into the future, and one of the most innovative things is a discussion area where any Trustee can go in and put up a topic for discussion and hear responses from other Trustees from other universities. The next PACT conference will be held in the Spring and the membership voted, at the request of PASSHE, not to hold it on a campus. Instead the Spring 2009 conference will be held in Harrisburg at the PASSHE Headquarters in conjunction with its 25th anniversary celebration of the System. Initial

planning calls for a reception at the Governor's Mansion and there will be other events taking place in addition to the conference itself. When the date is announced by the System office, Trustee Thomas urged Council members to mark their calendars. The System is also going to be pushing the 25-year anniversary campaign out to each of the campuses in an effort to have each campus be recognized as part of a System that has been in existence for 25 years. They want all Pennsylvanians to be aware that System campuses exist all over the State and that we are not just one little campus, but part of a bigger educational system.

In closing, Chairman Shields solicited additional comments or concerns from Council members. Hearing none, he reiterated appreciation to all for being supportive of this evening reception and meeting. The Chair entertained a non-debatable motion for adjournment.

It was voted, on motion of Trustee Nelson, seconded by Trustee Dombrowski to move for the adjournment of the meeting. The quarterly business meeting adjourned at 7:45 p.m. The next scheduled business meeting will be held on Monday, March 16, at Edinboro University in Erie – Porreco Center.

Respectfully submitted,



Sherri A. Galvin
Assistant to the President
and Recording Secretary

FOR COUNCIL OF TRUSTEES MEETING

October 20, 2008

Program Proposals

<p>Master of Arts in Counseling: Community Counseling</p>	<p>Course: COUN 712, Human Development Across the Lifespan, is replacing course: COUN 740, Individual Development Childhood through Adolescence, as a required course, and course COUN 704, Introduction to Community Counseling, is replacing course: COUN 700, Introduction to the Helping Professions, and two courses are moving to core requirements, rather than specialized requirements, as a result of the Council for Accreditation of Counseling and Related Educational Programs (accrediting body) site visit. No change in hours was required.</p>
<p>Master of Arts in Counseling: Rehabilitation Counseling</p>	<p>Course: COUN 782, Vocational Development, Services and Resources in Rehabilitation, has been added as a required course, and replaces one of the electives; COUN 712, Human Development Across the Lifespan, has been added as a required course, and will replace a current course, COUN 740, Individual Development: Childhood Through Adolescence; and two courses are being moved to the core requirements; as a result of the Council for Accreditation of Counseling and Related Educational Programs (accrediting body) site visit. No change in hours was required.</p>
<p>Master of Arts in Counseling: School Counseling Practice</p>	<p>Course: COUN 712, Human Development Across the Lifespan, has been added as a required course, resulting in two electives rather than three; two courses were moved from specialized requirements to core requirements, as a result of the Council for Accreditation of Counseling and Related Educational Programs (accrediting body) site visit. No change in hours was required.</p>
<p>Master of Education in Educational Psychology</p>	<p>Course: APSY 724, Psychoeducational Assessment of Behavioral and Developmental Disabilities, will become an elective. Course: APSY 625, Collaborative consultation in Educational Settings, will replace APSY 724 as a required course. Course SPED 790, Instructional Techniques for the Learning Disabled, will be moved from elective courses. These changes are proposed to update and enhance the plan of study for the Master of Education Degree in Educational Psychology.</p>
<p>Graduate Certificate in Information Technology - Moratorium</p>	<p>This program initially existed to build enrollment for a new MSIT program. The Certificate is no longer needed.</p>

*Dr. James Moran, Senior Associate Vice Chancellor/Chief Academic Officer, approved fast-track procedure on 9-3-08.

10-14-08 (All proposals were recommended for approval at meetings of the University Senate on 9-22-08 or 10-13-08)

FOR COUNCIL OF TRUSTEES MEETING
October 20, 2008
Program Proposals

Name of Program	Description of Revisions/Reasons
Associate in Science – Pre-Pharmacy*	<ol style="list-style-type: none"> 1.) The programs Pre-Pharm (428) and Pre-Pharm-LECOM (429) become Associate degrees. The curriculum requirements for both programs are the same. Separate program codes are used to distinguish higher admission requirements for the LECOM program and for articulation agreement accounting purposes. 2.) CSCI 104 becomes a required course (to meet admission requirements to Pharmacy Schools). 3.) Change in the catalog description to reflect a minimum QPA for first consideration for acceptance by LECOM. 4.) The degree program now requires a Minimum of a C grade in each of the four required Chemistry courses. 5.) Pre-Pharmacy programs require an Arts and Humanities Elective, a Behavioral Science Elective and a Social Science Elective. 6.) With these and other curricular revisions, the students will also fulfill the Associate degree general education requirements. The awarding of Associate degrees to students who have completed this curriculum would positively impact EUP's ability to meet the PASSHE performance indicator #9 (New Pennsylvania Community College Transfers or Associate Degrees Awarded).
Bachelor of Arts – Geography	<p>We have merged the BA Geography and BA Environmental Studies/Geography degrees into a single BA Geography degree with tracks in General Geography and Environmental Studies. This merging has administrative advantages and brings the departmental offerings more in line with the successful degree offerings available at other institutions that offer Geography degrees. Course requirements have been modified to reflect the changing expectations that potential employers have of our graduates. We have maintained a great deal of flexibility within both tracks so that students may still largely tailor the curriculum to their individual interests.</p>
Bachelor of Science – Geology	<p>We have merged the BS Geology and BS Environmental Science/Geology degrees into a single BS Geology degree with tracks in Geology and Environmental Geology. This merging of the two degree programs into a single entity has administrative advantages and brings the departmental offerings more in line with the successful degree offerings available at other institutions that offer Geology degrees. Students should subsequently benefit by the greater clarity that the new program will provide to prospective employers.</p>
Master of Arts in Counseling: College Counseling	<p>Course: COUN 712, Human Development Across the Lifespan, has been added as a required course, resulting in two electives rather than three, as a result of the Council for Accreditation of Counseling and Related Educational Programs (accrediting body) site visit. No change in hours was required.</p>