

MINUTES
Edinboro University of Pennsylvania Council of Trustees
Quarterly Business Meeting
Monday, June 10, 2013 – 6:00 p.m.
Van Houten Dining Hall/South

Prior to the quarterly, public meeting of the Edinboro University Council of Trustees, Council members met with Vice President Gordon Herbst and Mr. James Miller, Director of Facilities Management, to conduct an Annual Inspection of Facilities. This annual inspection is held in accordance with the powers and duties of Councils of Trustees as outlined in Act 188: Section 20-2009-A (8). Council members gathered and departed from the lobby of the Frank G. Pogue Student Center and visited the following locations on foot and via shuttle:

- Tour of Butterfield Hall construction and renovations
- Tour of Hendricks Hall renovations to ground floor/ROTC area
- Tour of Ross Hall renovations and walkway construction

Following their inspection of these areas with Vice President Herbst and Mr. Miller, a single Committee meeting of all Council Committees was held in Conference Room 303B at the Pogue Student Center. The Committee meeting was open to the public and comprised attendance by President Wollman, members of the Executive Leadership Team (Provost Hannan, Vice Presidents Herbst, Mengine and Sablo) as well as members of the Edinboro Council of Trustees. Topics of discussion included, but were not limited to: Strategic and Budget Plans, curriculum changes affecting various academic programs, an update on Middle States and NCATE reaccreditation efforts, preparations for 2013 Homecoming celebration, surplus property (Biggers House), review of proposed Fees Schedule, Student Government Association (SGA) budget update and sharing of statistics related to retention and residence hall occupancy.

Council members adjourned from the Pogue Student Center at approximately 4:45 p.m. to the presidential dining room for dinner with President Wollman. Conversation continued informally until she and the Council members assembled in Van Houten/South to convene the public quarterly business meeting of the Edinboro University Council of Trustees.

At 6:06 p.m. Chairman John Horan called the public meeting to order. The Chair directed the Recording Secretary to conduct Roll Call. The following Council members were present:

- Ms. Barbara Chaffee
- Mr. Dennis Frampton
- Mr. Daniel Higham
- Mr. John Horan
- Mrs. Virginia McGarvey
- Ms. Kathy Pape
- Mr. John Pulice
- Mr. Harold Shields
- Mr. Ronald Steele

Absent: Dr. Raymond Dombrowski

The Recording Secretary verified the presence of a quorum. In addition to President Julie Wollman, the following individuals were in attendance at the quarterly business meeting:

Dr. Alan Biel, Dean – School of Graduate Studies and Research
 Mr. Sean Bliley, Director of Institutional Research and Assessment
 Mr. Sid Booker, Associate Vice President for Human Resources & Faculty Relations
 Dr. Donald Dilmore, Associate Vice President for University Libraries
 Ms. Sherri A. Galvin, Assistant to the President and Recording Secretary
 Ms. Lori Gardea, Assistant Vice President for Financial Operations
 Dr. Nomsa Geleta, Dean – School of Education
 Dr. Michael Hannan, Interim Provost and Vice President for Academic Affairs
 Mr. Gordon Herbst, Vice President for Finance and Administration
 Mr. Jeffrey Hileman, Director of Communications
 Ms. Tina Mengine, Vice President for University Advancement
 Dr. Scott Miller – Acting Dean – School of Business
 Dr. Kahan Sablo, Vice President for Student Affairs
 Dr. Amber Schultz, Associate Vice President for Enrollment, Management and Student Success
 Dr. Terry Smith, Dean – College of Arts and Sciences

Guests:

Mr. Tyler Jemetz, Student
 Mr. Jeremy Long, Student
 Mr. Andre Roberts, President – Student Government Association
 Mr. Shaquan Walker, Student Trustee-Select

Following Roll Call, the Recording Secretary confirmed attendance of a quorum. Chairman Horan reminded those in attendance that the meeting proceedings are recorded and public disclosure via verbal announcement avoids any violation of the Pennsylvania Wiretapping Act. He further noted that any member of the public wishing to speak will be invited to do so and instructed members of the audience to step forward to the microphone, identify themselves by stating their name and address. Public speakers were requested to adhere to the five-minute limitation in providing comment to members of the Council. Chairman Horan solicited comment from members of the public three times. Neither hearing nor seeing any members of the public moving forward to speak during the Public Comment Period, the Chair moved on to the next item of business – approval of the Minutes from the quarterly business meeting held on March 11, 2013. Chairman Horan entertained a motion to accept these minutes as presented. **It was voted**, on motion of Trustee Pape, seconded by Trustee Higham to approve the above-referenced Minutes as presented. The motion passed with unanimous approval by the Council.

Next, Chairman Horan requested President Wollman to deliver her *President's Report to the Council of Trustees*. The President thanked the Chair for yielding the floor for delivery of her report and several updates. She noted work on the preparation of a year-end reflection and a look towards academic year 2013-14. This reflection will contain observations about the strengths of the University, challenges faced by the University, areas for improvement, and progress toward increasing quality and excellence in everything at the University from standards for promotion and tenure to the quality of services offered across campus, to the experience that students take away from involvement in activities outside of the classroom. Upon completion of this year-end reflection, President Wollman stated that it would be shared not only campus-wide, but also with members of the Council of Trustees.

With regard to enrollment, President Wollman reported that enrollment for Fall 2013 at Edinboro remains flat while other campuses in the State System are actually seeing greater declines than last year. She noted that although enrollment is projected to be level with last year's figure, it is still quite a bit below where enrollment was several years earlier. This continues to be an area of focus and an area receiving a great deal of attention by

our new Associate Vice President for Enrollment Management and Student Success, Dr. Amber Schultz. In terms of undergraduate new students, enrollment numbers are down 1.5% from last year (just 22 students) below where numbers were at this time last year. This is a very good trend because the decline has come down quite a bit in the last few months since Dr. Schultz has been on board. Transfer student numbers are actually up 17.3% while our new freshman numbers are down 4.5% which lends itself to the overall 1.5% decrease. This is a positive trend and we hope to continue to move in the same upward direction and conclude with perhaps even a slight increase over last year's new student numbers. However, the President noted that the larger piece of the puzzle lies in the number of continuing students. Presently, registration of continuing students (sophomores, juniors and seniors) is lagging again from this time last year. Academic Success Coordinators and Department Chairs are working very hard to get continuing students registered and their numbers are improving on a weekly basis as well. In terms of the graduate school, enrollment of students is down 25% at this point and overall enrollment is down about 23%. These figures do exclude some of the known graduate students who will be coming; for example, nearly 50 Masters of Science in Nursing students who are not in the system yet, but we know will attend. Therefore, updated numbers will be available in the near future. There is also an anticipated end on the moratorium of required educator professional development that may result in stronger enrollment in education programs going forward. President Wollman reported that the Graduate office staff continues to work aggressively to attract new students and to make sure continuing graduate students are registered.

President Wollman then spoke about the greatest challenge - fiscal year 2014 and 2015 budgets. She noted a number of new fixed costs as the result of labor contracts that were settled which have increased University personnel costs by millions. To achieve a balanced budget will likely require position elimination unless there is an 8-10% tuition increase by the PASSHE Board of Governors. The President stated that this is highly unlikely and, therefore, not a realistic solution. She and executive members of the staff will continue to work throughout the summer to develop and present a plan that serves to close the budget gap.

Next, President Wollman reported on the successful completion of an "email your legislator campaign with a message" that was directed to all Edinboro alumni encouraging them to email legislators seeking support for PASSHE universities as work on the State budget is finalized. The President noted that our email campaign was the first to be directed to System alumni and it garnered a very strong response. Vice President Mengine stated that over 120 Edinboro alumni took the opportunity to email their local legislator urging budget support for the State System.

The President then updated Council members with regard to the considerable progress made on the development of a five-year Strategic Plan by the near completion of detailed initiatives, measures, timeframes and person(s) accountable for each initiative. She noted that many initiatives are already underway and each is intended to improve University excellence and student success. In addition, good progress is being made with respect to the PASSHE Performance metrics. The President anticipates some good outcomes to report to Council members at the next business meeting. Although there is a need to wait for final outcomes to be announced by PASSHE, the trend looks good on many of the Performance metrics selected by Edinboro.

During the last week of May, President Wollman reported on the hosting on campus of emergency planning consultants. This initiative is designed to help University personnel improve their readiness for emergencies. The President pointed out that this initiative is fully funded by auxiliary partners, University Services, Inc. The project will have a great impact on the improvement of safety and security on the Edinboro campus. A number of good insights from the consultants have been shared and relate to bolstering the University's readiness for any kind of emergency on campus in order to maximize student and employee safety. Presently, the President and others await the consultant's initial visitation report which should provide additional information.

President Wollman noted the hosting of several successful alumni and donor events planned and held in conjunction with the Advancement office. These events were held primarily during the months of April and May. The President noted most recently three events held in the Pittsburgh area at the end of May which were very successful.

Lastly, President Wollman shared with Council members her representation of colleague Presidents as a member of the PASSHE Safety and Security Task Force. The Task Force's work includes revisions to the System's weapons policy and emergency preparedness. In addition, the President stated that she is also working with two other PASSHE Presidents and the Acting Chancellor on a Committee charged in reviewing Performance Funding going forward.

Chairman Horan thanked President Wollman for her informative report and solicited from Council members questions or further comment. Hearing none, the Chair moved on to the next item of business – report from the Nominating Committee Chair, Trustee McGarvey.

In accordance with the Council's By-Laws, the June 10, 2013, serves as the biannual reorganization meeting of the Edinboro University Council of Trustees. As such, Chairman Horan appointed Trustees McGarvey and Steele to serve on that Committee. He then asked Trustee McGarvey to share their report who noted conversations with each member of the Council relative to the presentation of a proposed Slate of Officers. She further noted that the By-Laws permit current officers to retain office for a second term. Therefore, and on behalf of the Nominating Committee, the nominated slate includes:

Chairman	John Horan
Vice Chairman	Dennis Frampton
Secretary	John Pulice

Trustee McGarvey moved that the nominated slate become the elected slate. Chairman Horan asked if there were any nominations from the floor prior to calling for a vote on the motion. Trustee Shields moved that nominations from the floor be closed and motioned to close the nomination period. **It was voted**, on motion of Trustee Shields, seconded by Trustee Pape that nominations be closed. This motion carried with unanimous approval. The Chair then called for action on the motion to retain the current Officers for a second two-year term. **It was voted**, on motion of Trustee McGarvey, seconded by Trustee Higham that the Nominated Slate presented by the Nominating Committee become the Elected Slate. Hearing no requests for additional discussion, Chairman Horan called for the vote and the motion carried with unanimous approval by the Council. A round of applause for the elected officers ensued. The Chair noted appreciation of this action.

Nominated slate to become Elected slate:

Chairman	John Horan
Vice Chairman	Dennis Frampton
Secretary	John Pulice

The next item of business to be addressed by Council members was the revised 2013-14 Schedule of Meetings which was distributed in the meeting packets. When asked for any discussion and or comment, Trustee Shields noted his mention in the study session of a review of the current structure of the quarterly meeting sessions to determine if it might be feasible to move the structure to begin earlier in the day so that the meeting would begin mid to late morning and conclude early afternoon with appropriate time for committee meeting, lunch service, etc. **It was voted**, on motion of Trustee Steele, seconded by Trustee Higham to adopt the revised

2013-14 Schedule of Meetings as presented with the caveat that another revision may be reviewed and considered at the next meeting of the Council (**Attachment #1**). The above-motion carried with unanimous approval.

Chairman Horan requested Interim Provost and Vice President, Dr. Michael Hannan to provide a report on behalf of Academic Affairs and present related action items. Dr. Hannan pointed out that Tab #6 in the meeting binder contained a written report which included a number of events that have occurred in the Academic Affairs area since the Council's last meeting (**Attachment #2**). Interim Provost Hannan elaborated and highlighted a few of these entries.

- The Masters of Arts program in Speech Language Pathology has been re-accredited by the Council on Academic Accreditation (CAA) in Audiology and Speech Language Pathology through January 2021.
- As noted during the Committee meeting by Interim Provost Hannan, Dr. Jonathan Gibraltar, President of Frostburg State University, will serve as chair of Middle States Site Team Spring 2014 visit. He is scheduled to conduct a preliminary visit to Edinboro on October 13-14.
- The formal dedication of the new Joseph T. Buba Center in Meadville took place on April 3. It is now located in Meadville at 890 Market Street in the Kepler Commons. The ceremony was well-attended and offers the latest in technology and educational offerings designed to meet the needs of Crawford County students and the region.
- This summer, the School of Business is sponsoring a Summer Business Academy, through the generosity of alumnus Xavier Williams and his wife Tina, for young leaders who have just completed 8, 9 or 10th grades. Participating students will engage in problem-solving exercises, tour businesses, learn about economics and business plans, build leadership and teamwork skills, and meet the School of Business faculty and regional business leaders in settings comparable to professional networking events.
- On April 1, an afternoon-long workshop for faculty and staff was held featuring Dr. Matthew Tincani from Temple University who talked about how to best address the needs of students who have autism spectrum disorder both in and out of the classroom. The University has recognized the need for training since there is an increasing number of students who come with autism spectrum disorders.
- In terms of faculty recognitions at the Academic Honors Convocation held on May 17, Dr. Theodore Yeshion, Political Science and Criminal Justice Department, was named the Faculty member of the Year; Dr. M. Asri Jantan, Business and Economics Department, was named Scholar of the Year; and Dr. Gary Levine, Psychology Department, and Dr. Kosin Isariyawongse, Business and Economics Department, were named as Co-Advisors of the Year.
- Also, there were a number of faculty led study abroad programs held this spring. Dr. Baher Ghosheh (Geosciences) recently concluded a trip abroad with a group of students and others who toured in China and were hosted partially by one of Edinboro's partner universities, the University of Jinan. In addition, Dr. Janusz Czejdo (History, Anthropology and World Languages) has concluded a trip to Poland involving students and others which focused on Polish language and culture. Presently, Dr. Hannan reported that Dr. Cynthia Rebar (Biology and Health Services) is leading a group of students to South Africa and Botswana for a biology/conservation experience.
- The Scotland 2014 Study Abroad trip will be offered August 1-12, 2014, and include experiences in Edinburgh, St. Andrews and the Isle of Arran. Faculty led by Dr. Gary Grant of the Music Department, it promises to be educational and enjoyable.

For the record, Interim Provost Hannan reported the following information:

Individual Granted Change in Sabbatical Leave

Dr. Brian Zimmerman, Geosciences Department, sabbatical leave change from Spring semester 2015 to Fall semester 2014.

Individuals Granted Tenure – effective May 2013

Dr. Hilary Copp	Social Work
Ms. Brigette Davitt	Art
Dr. Qun Gu	Chemistry
Dr. M. Asri Jantan	Business and Economics
Dr. Penelope Orr	Art
Dr. Gwyneth Price	Middle and Secondary Education and Educational Leadership
Dr. Michael Skelly	Psychology

Hearing no questions regarding Interim Provost Hannan's report, Chairman Horan proceeded to present the next item of business which seeks the approval by the Council for a number of program revisions and placement of programs on moratoria. He reminded Council members that these proposed revisions and programs for moratoria were reviewed during the afternoon Committee meeting. Dr. Hannan stated that these changes were not only endorsed by President Wollman, but had also been approved by the Edinboro University Senate and his office. For the Council's consideration there are 23 program revisions, 3 of which entailed a change to the program title, and 6 programs recommended for moratorium. Chairman Horan noted the report delivered by Interim Provost Hannan and listing of programs for action under Tab #7. These include:

Program Revisions

Teacher Certification – Secondary Education – Physics (8123)

Associate of Arts – Criminal Justice

Criminal Justice Minor

German Minor

Journalism Minor

Spanish Minor

Theatre Arts Minor

Bachelor of Arts – Anthropology

Bachelor of Arts in Criminal Justice

Bachelor of Arts – Individualized Studies

Bachelor of Arts in Philosophy: Traditional Track

Bachelor of Arts – Political Science

Bachelor of Arts – Political Science: Legal Studies Concentration

Bachelor of Science – Art Education

Bachelor of Science in Business Administration: Marketing Concentration

Bachelor of Science in Education/Secondary Education – Physics (grades 7-12)

Bachelor of Science – Nuclear Medicine Technology

Master of Arts in Communication Studies

Non-Degree Reading Specialist Certification (8850)

Post Master's Family Nurse Practitioner Certificate (8951)

Program Revisions – Name Change

Speech Communication to Communication Studies Minor

Bachelor of Arts to Bachelor of Science – Physics

Bachelor of Science – Business Administration – Accounting Concentration: Forensic Accounting and Fraud Examination Focus

Program Moratoria

Palliative and End of Life Care Certificate Program (8853)

Applied Computer Technology Minor (1021)

Bachelor of Arts – Humanities/English (0350)

Bachelor of Science in Education – Elementary Education/Early Childhood

Bachelor of Science in Education – Elementary Education and Special Education

Bachelor of Science in Elementary Education – Elementary Education

Next, Chairman Horan entertained a motion, on the recommendation of President Wollman, to approve the above-referenced Program Revisions, Program Revisions Name Changes, and placement of programs on moratorium. **It was voted**, on motion of Trustee Pulice, seconded by Trustees Chaffee and Shields to approve the stated Program Revisions, Program Revisions Name Changes and placement of programs on Moratorium. Hearing no requests for further discussion, Chairman Horan directed the vote noting that the motion carried with unanimous approval by the Council.

The Chair thanked Interim Provost Hannan for his report and requested the Vice President for Finance and Administration to come forward for the delivery of reportable items dealing with the Finance and Administration division. Vice President Gordon Herbst thanked Chairman Horan for the opportunity to speak and present information as well as action items from Finance and Administration. Specifically, he noted that Tab #8 contained a written divisional report (**Attachment #3**). First, Vice President Herbst reported on the noteworthy progress viewed by Council members during the annual tour of facilities relative to renovations and new construction taking place at Butterfield, Hendricks and Ross Halls. Faculty and staff look for continued use of these facilities as we move forward in the start of a new academic year.

As President Wollman expressed, there is concern about the financial outlook for fiscal year 2014, State appropriations are expected to remain at the 2013 level. The total Education and General (E&G) revenue budget is projected to be \$89.5 million and assumes a 3% tuition increase. At this time a \$5.6 million budget deficit is anticipated and a multi-year budget plan is being developed to address this reality.

Vice President Herbst informed the Council of the receipt of a draft report from the Pennsylvania Auditor General's Office which conducted a Performance Audit of the University's campus security. Specifically, they evaluated how the University has implemented controls to ensure the safety and welfare of minors attending camps held on University property. The draft report received April 2013 assert "the university failed to ensure that all university employees affiliated with youth camps had obtained appropriate background checks during 2011 and 2012." While the statutes cited by the Auditor General staff were not applicable and there is no legal mandate to take action, President Wollman determined that the most prudent approach would be for the University to "volunteer" to conduct the additional checks proposed in the audit process, including fingerprinting for FBI clearance. These documents will be collected and reviewed by the University through the Facility Use Agreement process. In preparation for the Summer 2013 camp season, the University processed 233 background checks for its employees. University employees who may come into direct contact with minors attending camps included housekeeping staff, maintenance staff, residence hall assistants (student employees) and athletic department employees. Chairman Horan thanked Vice President Herbst for the informative report. As a point of clarification, Chairman Horan asked if these checks and clearances were to be conducted for personnel who are running the various camps or was the University assuming the function of collecting clearances for University campus personnel only? Mr. Herbst responded in the affirmative with regard to both scenarios. He noted that our Facilities Use Agreement contains a "Rider D" in which the camp

group must include their certification of clear background checks for those individuals who they self-identify as being in charge of minors at camp on the Edinboro campus. If anything unusual is noted, the University must follow up with PASSHE legal staff.

For the record, Vice President Herbst noted the following informational items:

Personnel Transactions since March 11, 2013:

NEW HIRES/REPLACEMENTS/CONTINUATIONS

Allison, Mr. Joshua J., regular, full-time, Patrol Officer, University Police Department, at \$34,801.00 effective April 29, 2013.

Downey, Jr., Dr. Lawrence M., full-time, temporary, Instructor, Mathematics and Computer Sciences Department, 2013-2014 Academic Year, at \$45,695.62 effective August 24, 2013.

Gass, Ms. Jordan, regular, full-time, Clerk Typist 2, Financial Aid Office, at \$27,012.00 effective May 28, 2013.

Kim, Ms. Donghwa, tenure track, Assistant Professor, Art Department, at \$52,898.58 effective August 24, 2013.

Kovacs, Dr. Paul G., part-time (50%), temporary, Instructor, Counseling and Psychological Services Department, 2013-2014 Academic Year, at \$25,189.76 effective August 24, 2013.

Krival, Dr. Catherine R., tenure track, Associate Professor, Speech, Language and Hearing Department, at \$70,889.06 effective August 24, 2013.

Lasher, Ms. Jessica, regular, part-time (25%), Instructor, University Libraries Department, at \$565.54 bi-weekly effective April 28, 2013.

Lindeman, Dr. Karen, tenure track, Assistant Professor, Early Childhood and Special Education Department, at \$58,320.51 effective August 24, 2013.

Morrison, Mr. Michael, tenure track, Assistant Professor, Business and Economics Department, at \$65,905.81 effective August 24, 2013.

Mustin, Ms. Alexis, part-time (50%), temporary, Instructor, Counseling and Psychological Services Department, 2013-2014 Academic Year, at \$25,189.76 effective August 24, 2013.

Palka, Mr. Daniel, regular, full-time, Patrol Officer, University Police Department, at \$34,801.00 effective April 22, 2013.

Raupp, Ms. S. Skye, tenure track, Assistant Professor, Speech, Language and Hearing Department, at \$59,778.57 effective August 24, 2013.

Rine, Dr. Christine M., tenure track, Assistant Professor, Social Work Department, at \$67,513.45 effective August 24, 2013.

Sutton, Jr., Mr. Lee, full-time, temporary, Instructor, Mathematics and Computer Science Department, 2013-2014 Academic Year, at \$45,695.62 effective August 24, 2013.

Taylor, Ms. Sheila M., regular, full-time, Clerk Typist 2, Office of the Provost and Vice President for Academic Affairs, at \$27,012.00 effective April 22, 2013.

Webber, Ms. Kristin, tenure track, Assistant Professor, Early Childhood and Special Education Department, at \$55,543.44 effective August 24, 2013.

Wertz, Mr. R. James, tenure track, Assistant Professor, Communication and Media Studies Department, at \$64,607.21 effective August 24, 2013.

Wolbert, Mr. Roger S., full-time, temporary, Instructor, Mathematics and Computer Science Department, at \$45,695.62 effective August 24, 2013.

RESIGNATIONS/SEPARATIONS

Canzonieri, Mr. Anthony G., Veterans Success Center Coordinator, Veterans Success Center, effective with the close of business May 14, 2013.

Kim, Dr. Jung S., Associate Professor, Business and Economics Department, effective with the close of business August 7, 2013.

Lohr, Ms. Brenda, Custodial Worker 2, Facilities Department, effective with the close of business February 26, 2013.

Olszewski, Mr. Leo A., Clerk Typist 2, Student Financial Aid Office, effective close of business April 5, 2013.

Thompson, Mr. Scott W., Carpenter, Facilities Department, effective with the close of business April 1, 2013.

Zhang, Dr. Lei, Assistant Professor, Business and Economics Department, effective with the close of business May 18, 2013.

TERMINATION

Higham, Ms. Carla J., Institutional Analyst, Office of Institutional Research, effective with the close of business May 15, 2013.

RETIREMENTS

Almon, Mr. Jerome S., Semi-Skilled Laborer, Facilities Department, effective close of business March 22, 2013.

Barbour, Mr. Gary E., Associate Professor, Organizational Studies Department, effective close of business May 31, 2013.

Beckman, Dr. Marian S., Professor, Professional Studies Department, effective close of business May 31, 2013.

Buckwalter, Dr. Dennis E., Associate Professor, Elementary, Middle and Secondary Education Department, effective close of business May 31, 2013.

Dailey, Mr. James E., Instructor, Elementary, Middle and Secondary Education Department, effective close of business May 24, 2013.

Demiral, Dr. Sezai, Professor, Organizational Studies Department, effective close of business May 31, 2013.

Donatelli, Ms. Frances T., University Registered Nurse, Student Health Services Office, effective close of business April 5, 2013.

Henson, Mr. James C., Assistant Professor, Mathematics and Computer Science Department and Part-time Assistant Football Coach, effective close of business July 31, 2013.

Lisowski, Mr. Paul J., Assistant Professor, Organizational Studies Department, effective close of business May 31, 2013.

Lutz, Mr. Dennis P., Instructor, Speech, Language and Hearing Department, effective close of business on May 31, 2013.

McClellan, Mrs. Tisha A., Clerk Typist 2, Purchasing Office, effective close of business June 28, 2013.

Mukina Felker, Dr. Linda J., Associate Professor, Health and Physical Education Department, effective close of business May 31, 2013.

Nosel, Ms. Patricia L., Associate Professor, Nursing Department, effective close of business May 31, 2013.

Polo, Dr. John A., Assistant Professor, Physics and Technology Department, effective close of business May 31, 2013.

Smith, Ms. LaTanya D., Assistant Professor, Organizational Studies Department, effective close of business May 31, 2013.

Snodgrass, Dr. Dawn M., Professor, Professional Studies Department, effective close of business May 31, 2013.

continued - Retirements

Stamm, Dr. Janis L., Professor, Business and Economics Department, effective close of business, May 31, 2013.

Walcavich, Mr. Gregory L., Head Coach of Men's Basketball, Athletic Office, effective close of business June 28, 2013.

Watts, Mr. Douglas J., Head Coach of Cross Country and Track and Field, Athletic Office, effective close of business June 28, 2013.

Weber, Dr. William R., Professor, Elementary, Middle and Secondary Education Department, effective close of business May 31, 2013.

Wreh-Wilson, Dr. D. Elliott, Associate Professor, Philosophy Department, effective close of business May 31, 2013.

COACHING CONTRACTS/RENEWALS/CHANGE IN STATUS

Carlson, Ms. Anne E., regular, full-time, Head Women's and Men's Track and Field/Director of Cross Country Operations, at \$54,000.00 effective May 16, 2013 through the close of business on May 15, 2014.

Cleary, Mr. James P., regular, full-time, Head, Non-faculty, Men's Basketball Coach, at \$70,000.00 effective March 25, 2013 through the close of business on March 24, 2014.

Flynn, Mr. Tim, Head Wrestling Coach, contract extended from March 28, 2015 through March 28, 2016.

Rhodes, Mr. Christopher, Head Men's and Women's Swimming Coach, contract extended from March 31, 2015 through March 31, 2016.

Swank, Mr. Stanley, Head Women's Basketball Coach, contract extended from March 28, 2015 through March 28, 2016.

Volk, Mr. Bryan, regular, full-time, Assistant, Non-Faculty, Football Coach, at \$48,000.00 effective April 7, 2013 through April 6, 2014.

CONTRACTS RENEWALS

Geleta, Dr. Nomsa, Dean of the School of Education, continued until March 15, 2015.

Sablo, Dr. Kahan, Vice President for Student Affairs, continued until May 9, 2015.

SICK LEAVE

Barbour, Mr. Gary E., sick leave of absence for the period January 28, 2013 through May 17, 2013.

Bavaro, Mr. John, sick leave of absence extension through May 17, 2013.

Burnette, Dr. Sherry, sick leave of absence for the period February 28, 2013 through March 15, 2013.

Callahan, Mrs. Donna A., sick leave of absence for the period March 28, 2013 through April 15, 2013.

Fisher, Dr. James D., sick leave of absence for the period March 28, 2013 through May 17, 2013.

Goellner, Ms. Marilyn, sick leave of absence for the period April 19, 2013 through May 31, 2013.

Hushon, Ms. Barbara J., sick leave of absence for the period December 3, 2012 through June 3, 2013.

Keck, Ms. Marie A., sick leave of absence for the period May 2, 2013 through May 1, 2014.

Laythe, Dr. Joseph W., sick leave of absence for the period of April 15, 2013 through May 17, 2013.

Lewis, Mrs. Patricia J., sick leave of absence for the period of January 31, 2013 through May 15, 2013.

McClellan, Mrs. Tisha A., sick leave of absence for the period of February 5, 2013 through February 25, 2013.

McConnell, Dr. Robert B., sick leave of absence for the period April 8, 2013 through May 3, 2013.

McMillan, Mr. Gregory P., sick leave of absence for the period March 26, 2013 through June 28, 2013.

Nelson, Ms. Francine, sick leave of absence for period May 20, 2013 thru August 20, 2013.

Nobile, Dr. Caroline A., sick leave of absence for the period January 28, 2013 through May 17, 2013.

Skalko, Ms. Susan R., sick leave of absence for the period April 1, 2013 through July 30, 2013.

Skelton, Mrs. Janet L., sick leave of absence for the period March 20, 2013 through April 30, 2013.

Stamm, Dr. Janis L., sick leave of absence for the period of January 28, 2013 through March 21, 2013.

Thomas, Ms. Nancy A., sick leave of absence for the period of December 15, 2012 through December 26, 2012.

CHANGE IN STATUS

Bucell, Dr. Michael, Director, Counseling and Psychological Services (9 month), Counseling and Psychological Services Department, effective June 1, 2013.

Mallory, Ms. Jennifer, regular, full-time, Custodial Worker 1, Facilities Department, effective April 13, 2013.

Wolf, Dr. Mary, Psychologist, (9 month), Counseling and Psychological Services Department, effective June 1, 2013.

PROMOTION - NON-FACULTY

Dobson, Ms. Alyssa, regular, full-time, PASSHE Manager, Grade 200, Director of Financial Aid, at \$65,322.00 effective May 18, 2013.

Walsh, Ms. Rebecca J., from Custodial Worker 1 to Custodial Worker 2, Facilities Department, at \$33,624.00 effective April 6, 2013.

GHERING HEALTH AND WELLNESS CENTER – NURSING STAFF**Involuntary Cyclical Leave Without Pay With Benefits (LWOP)**

NAME	<u>WINTER BREAK</u>		<u>SUMMER BREAK</u>	
	START	END	START	END
	LWOP	LWOP	LWOP	LWOP
Fetzner, Ms. Mary	--	--	05/24/2013	08/12/2013
Krizmanich, Mrs. Deborah	03/14/2013	03/25/2013	05/18/2013	08/21/2013

Edinboro University Annual Facilities Report – 2013 (Attachment #4)

With respect to items for action by the Council under the Finance and Administration division, Vice President Herbst proceeded with a motion calling for the acceptance of President Wollman's recommendation for the approval of Contracts and Purchases for 2013 months of February, March and April. **It was voted**, on motion of Trustee McGarvey, seconded by Trustee Higham to accept Vice President Herbst and President Wollman's recommendation for the approval of said Contracts and Purchases. Hearing no request for further discussion, the Chair called for the vote and declared the motion passed with unanimous approval.

Next, for consideration and action by the Council, was the Schedule of Fees proposed for the fiscal year 2013-14 which was also contained under Tab #9. Vice President Herbst noted the review of the proposed fees as a part of the afternoon Committee meeting. Prior to entertaining a motion for approval, Chairman Horan requested Vice President Herbst to elaborate on the recommended changes and/or increases. For the record, Mr. Herbst noted the following:

Residence Halls Rates – Recommendation for a \$130 per semester increase (5%) in the double room rate. Operating and maintenance costs have risen due to contractual obligations. The fee increase will provide funds to balance the residence hall budget.

Vice President Herbst noted that 2013-14 room rates for the *Highlands at Edinboro* are being reviewed by the Edinboro University Foundation Board of Directors. While those rates have not yet been finalized, a 3.5% increase or a total of about \$126 per semester increase is anticipated.

Meal Fees – Recommendation for a 1.7% increase in semester meal fees initiated through the Consumer Price Index and stipulated within the University's dining services contract. It should be noted that the

meal plan options provide variety in choices to help reduce the cost to our students. Among these are plans for as little as \$625 (block of 60 meals).

Health Center Fees – Recommendation for a \$20 per semester increase (21%). Operating and maintenance costs have risen due to the expanded facility and operations.

Miscellaneous Fee – Recommendation to implement a \$25 service fee for **administering the College Level Examination Program (CLEP) group of standardized tests**. These tests are created by the College Board to test student proficiencies outside the classroom, such as through independent study or job experience. The University awards credit to students who meet the qualifying score and the fee will help recover administrative expense.

Lastly, Council members were made aware of a **\$3.50 per year increase in the Student Activity Fee**. The increase in this fee was recommended to provide funds in support of the Student Government Association (SGA).

In summation and overall if one factors an assumed 3% tuition increase plus all of the mandatory fees increases, it equates to a 3.16% average increase. Additionally if one includes proposed increases to room, board and meals, plus all of the proposed increases in tuition and fees amounts, the average is 3.52%. Vice President Herbst calculated this comparison so that one can determine the net cost increase by students/parents. President Wollman clarified that the percentage increase in fees alone works out to be about roughly 3% because this is the anticipated amount of tuition increase likely to be approved by the Board of Governors. Trustee Shields inquired if Vice President Herbst was saying that the difference in costs between 2012-13 and 2013-14 would be 3.52% based on the assumption that the tuition increase would be held to 3%. Vice President Herbst replied in the affirmative noting that this figure is based on Pennsylvania residency. Therefore, Chairman Horan entertained a motion for the acceptance of President Wollman's recommendation for the approval and adoption of the 2013-14 Fees Schedule. **It was voted**, on motion of Trustee Pulice, seconded by Trustee Pape to approve and adopt the 2013-14 Fees Schedule as presented (**Attachment #5**). While the motion carried with majority approval, Trustee Shields abstained from the vote and so instructed the Recording Secretary to record his vote accordingly.

Lastly, Vice President Herbst presented a Surplus Property Resolution for consideration and action by the Council. The Council was asked to approve Edinboro University's declaration of property located at 148 Meadville Street (also known as the Biggers House) as surplus. The building has been vacated and will no longer be used for Edinboro University operations. **It was voted**, on motion of Trustee Chaffee, seconded by Trustee Pape to accept President Wollman's recommendation to declare the Biggers House (property located at 148 Meadville Street) as surplus and adopt the Resolution as presented (**Attachment #6**). The motion for adoption of the Resolution passed with unanimous approval by the Council.

Hearing no additional concerns or questions regarding the information and action items presented by Vice President Herbst, Chairman Horan requested Dr. Kahan Sablo to come forward for delivery of a report relative to his area of responsibility, Student Affairs.

Vice President Sablo thanked Chairman Horan for the opportunity to address the Council. He provided the following highlights from his written report contained under Tab #10 (**Attachment #7**). These included:

- On April 2, the Edinboro University Chapter of the National Society for Student Leadership held its inaugural induction ceremony. Ninety students were inducted and each possesses a GPA above 3.2 and also demonstrates stellar extracurricular involvement.

- Likewise of the Alpha Sigma Lambda National Honor Society for returning adults students also inducted 10 members to its organization. This particular group of inductees possessed an average GPA of a 3.98. This is truly significant and impressive since many of them are working full time and many also have families.
- The Athletic Department hosted its 5th Annual Student Athlete Auction. In total and during the course of the year, over \$8,000 was raised for the Make a Wish Foundation which is enough to grant a wish of their choice to two young people who suffer from a debilitating illness.
- Edinboro University recently hosted the 2013 PASSHE Student Affairs Conference from May 21-23. The conference theme, "Pioneering Initiatives to Enhance Student Success," brought nearly 200 student affairs professionals from sister PASSHE institutions to the Edinboro University. Dr. Sablo noted that his staff did an excellent job in hosting this professional development conference.
- Athletic sport team updates included:
 - **Women's Lacrosse** – Shannon Rohrich earned third team All-PSAC Honors; the second player in the program's history to receive post-season recognition.
 - **Men's Tennis** – The team finished the season with a 16-7 record reaching the finals of the PSAC Team Championships. Head Coach Lee Underwood was named the ITA Men's Tennis Atlantic Region Coach of the Year, and Colin Bandell was selected the PSAC Men's Tennis Freshman of the Year.
 - **Women's Tennis** – The Team ended the year with a 14-7 record.
 - **Softball** – Marissa Pullo became the second player in the University's history to earn All-PSAC Honors four times.
 - **Outdoor Track & Field** – The Women's Team captured third place in the PSAC Outdoor Championships.
- Eight new members were inducted into the Edinboro Athletic Hall of Fame on April 27. They included: Al Donahue (Football); Marin Hightower (Women's Basketball); Carrie McKeon (Cross-Country/Track & Field); Steve Russell (Football); Erica Shaffer (Volleyball); Paul Stamm (Swimming Coach); Stan Swank (current Women's Basketball Coach); and George Shimpeno with the Lifetime Achievement Award posthumously (former Men's Soccer Coach and Professor).
- Lastly, Vice President Sablo shared information related to the tracking of the retention of our students in the residence halls. To date, we have noted that residence hall students continue to persist and be retained at a higher rate than some of their peers who have moved off campus after their second year. Statistics show a 4 – 10% difference. He stated that there is clearly more to be done in that realm, but we are pleased to report that the change in the residency requirement has been in the best interest of students. Vice President Sablo will continue to work with the residence life and housing staff to continue the enhancement of retention in the residence halls.

Chairman Horan sought a point of clarification which was addressed by Vice President Sablo. Trustee Shields commented that if one extrapolated retention numbers based on this data and theorized a three-year residency requirement -- the retention rates would continue to increase? Dr. Sablo noted that he was not a statistician, but his analysis certainly shows that the two-year campus residency requirement is working in our students' favor.

Hearing no additional comments or questions pertaining to Vice President Sablo's report, Chairman Horan asked University Advancement Vice President Tina Mengine to come forward for the delivery of her divisional report to the Council. A full written report can be found under Tab #11 (**Attachment #8**).

Vice President Mengine began her report with an indication that the Advancement office staff has raised just over \$3.5 million to date. Of that raised amount, \$139,000 represents gifts-in-kind. She noted that the office is on track to raise \$4.5 million and to reach the \$20 million dollar endowment level this year.

Three new funds have been established: The Faculty and Staff Student Scholarship; the Travis Roy Award for Students with Spinal Cord Injuries; and the Xavier and Tina Williams Summer Business Academy for Youth. Vice President Mengine added to Interim Provost Hannan's previous commentary on the Summer Business Academy noting that 27 students from 19 different high schools representing 3 states and the District of Columbia are registered to attend this inaugural Summer Academy. She extended kudos to Acting Dean Scott Miller for his efforts in making this program a success.

Ms. Mengine noted the hosting of 53 alumni and legislative representatives at an event in Harrisburg on April 9. As reported by President Wollman three events were recently held in Pittsburgh on May 30 and 31. Over 30 individuals attended the Young Alumni event held at the Erie Art Museum. Nearly 65 employees attended the 3rd Annual Faculty and Staff Soup-Off which generated the above-noted new scholarship. The signature thank you event for scholarship donors, the President's Club Reception, was held on April 3 and included a Student Showcase of talented Edinboro singers and performers. Over 150 alumni, friends and students attended this celebration.

With respect to Marketing and Communications, Vice President Mengine noted continued success with a focus on recruitment and enhancing the University's image. They have almost completed the rebranding efforts on the main campus as well as at Edinboro University in Erie – The Porreco Center. The next phase of the rebranding campaign includes work in the McComb Fieldhouse lobby where it will be enhanced to highlight and feature athletics. Advertising campaigns were run for Spring Open House and Porreco Center Open House. She reported that an aggressive summer session marketing campaign is now underway.

Vice President Mengine then moved to an update on the Alumni Association. The Board reports the outcome of its April 2013 election of officers:

President – Mary Timashenka '80 and '97

Vice President – Darrin Kinander '01

Treasurer – Dave Niemira '08

Secretary – Emily Nagurney '03 and '11

Edinboro University Foundation news included the resignation of Business Manager Kris Hunt in March 2013 and the appointment of a new Executive Director, Kristina Huber, who began her duties on April 24. And, for the record, Vice President Mengine noted that the Foundation Board approved a Highlands housing rate increase for Fall 2013 of 3.5%.

Lastly, and also for the record, Vice President Mengine noted the receipt of gifts-in-kind received by the University since the Council's last quarterly business meeting. These gifts are reported under Tab #11 (**Attachment #9**).

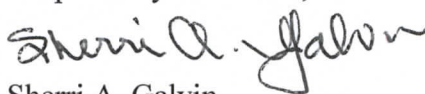
Chairman Horan moved to the Executive Committee/Representative reports agenda item by requesting Trustee Shields to provide his report on the PACT Executive Committee. He noted good attendance by Edinboro University Trustees and administrators at the April Spring PACT Conference in Harrisburg. It is the second year that the spring conference was held in Harrisburg and was designed around a higher education summit format. There were a number of national speakers featured. It will be the goal of this group to gather feedback from the respective universities in terms of how they have implemented some of the key findings back on the campuses. The 2014 Spring Conference is again being planned to take place in Harrisburg at the Dixon Center around these same dates. Chairman Horan reiterated that the Spring PACT Conference was outstanding. He noted the new format is tremendous and gives Trustees the opportunity to get an informative and compact education about higher education at the System and

also national levels. Lastly, Trustee Shields reported that the Fall PACT Conference will be held at Clarion University October 9-10. He and Chairman Horan hope that Edinboro University Trustee turnout at this is equally as impressive.

Trustee Shields reported that the PASSHE Board of Governors is slated to meet on July 8. He anticipates that the Board will review the annual issue of tuition. He noted that a Finance Committee meeting was held last week in Harrisburg at which the overall budget situation was discussed including issues relative to the capital plan over the next four to five years.

Chairman Horan thanked Trustee Shields for his reports and hearing no other business to come before the Edinboro University Council of Trustees entertained a non-debatable motion for adjournment. The business meeting officially adjourned at 6:50 p.m.

Respectfully submitted,



Sherri A. Galvin
Assistant to the President
and Recording Secretary