

MINUTES
Edinboro University of Pennsylvania Council of Trustees
Special Meeting
Monday, January 7, 2013 – 3:00 p.m.
Reeder Lecture Hall

Chairman John E. Horan called a Special Meeting of the Edinboro University Council of Trustees to be held on Monday, January 7, 2013. The public meeting took place in the Reeder Lecture Hall and commenced at 3:04 p.m. The Chair called the meeting to order noting that most conference call participants had been connected via toll free bridge line.

The Chair directed the Recording Secretary to conduct Roll Call. The following Council members were either present or participated via use of the University's toll free bridge line:

Ms. Barbara Chaffee
 Mr. Terry Darcangelo
 Mr. Dennis Frampton
 Mr. Daniel Higham
 Mr. John Horan *
 Mrs. Virginia McGarvey (via phone)
 Ms. Kathy Pape (via phone; Trustee Pape was not present when Roll Call was taken by the Recording Secretary. However, she joined the call minutes later and remained on the line for the entire meeting.)
 Mr. John Pulice (via phone)
 Mr. Harold Shields (via phone)
 Mr. Ronald Steele (via phone)

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 Special Meeting:

Dr. Alan Biel, Dean – School of Graduate Studies and Research
 Mr. Sid Booker, Associate Vice President for Human Resources & Faculty Relations
 Dr. Donald Dilmore, Associate Vice President for University Libraries
 Ms. Sherri Galvin, Assistant to the President and Recording Secretary
 Dr. Nomsa Geleta, Dean – School of Education
 Dr. Michael Hannan, Interim Provost and Vice President for Academic Affairs
 Ms. Valerie Hayes, Director of Social Equity and University Ombudsperson
 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
 Mr. Jeff Pinski, Associate Director of University Communications
 Dr. Kahan Sablo, Vice President for Student Affairs
 Dr. Amber Schultz, Associate Vice President for Enrollment Management and Student Success

The Recording Secretary confirmed that a quorum was present and the Chair proceeded to the first item of business – the Public Comment period. He invited interested members of the public to step forward, identify themselves by name and address with a request to hold their comments

to a maximum of five minutes. He reminded the public that the proceedings of all Council of Trustees meetings as well as the Special Meeting being held today were recorded. Hearing none, Chairman Horan moved on to the business of the agenda. However, prior to addressing the first issue, the Chair yielded the floor to President Wollman for comment.

President Wollman thanked Chairman Horan for time on the agenda to speak briefly. She utilized the opportunity to introduce to Council the newest member of the staff, Dr. Amber Schultz. The President noted that Dr. Schultz, the new Associate Vice President for Enrollment Management and Student Success started her new position on January 2 and literally "hit the ground running and has not stopped since." President Wollman and Interim Provost Hannan are thrilled to have her on board. Dr. Schultz will report to the Interim Provost and Vice President for Academic Affairs (Dr. Michael Hannan) and has already been an active member of the President's Executive Council (PEC). She attended her first meeting this morning where she shared many great ideas with President Wollman and other members of the PEC.

Additionally, President Wollman noted the development and release of a new, updated look for the University's logo, flag, typeface and other associated aspects of all printed marketing materials. The redesign was led by Bill Berger, Director of Marketing (an Edinboro graduate), and Web Designer Toni Malena (also an Edinboro graduate). The new marketing design will be shared with members of the Core Planning Team of which Trustee Frampton is an active participant and there are also plans for it to be announced and featured in the February issue of Edinboro's Monthly Magazine produced by the University Advancement office. This monthly magazine contains information about on-campus events, faculty updates, alumni news, and more. President Wollman invited Vice President Mengine to provide additional comment. Ms. Mengine simply noted that she thought all would be pleased with the new look since it retained some tartan. She feels that the new design is representative of who we are as a University and where we want to go. Vice President Mengine is also anxious to receive feedback from internal and external communities.

Chairman Horan thanked President Wollman for her comments and moved to the first item of business – the academic affairs reorganization. The Chair requested Interim Provost Hannan to provide a summary again of the process and recommendation prior to his requesting a motion and formal vote.

Dr. Hannan noted the distribution of a two-page summary which served to outline the process and concludes with the recommendation for final academic affairs model which is recommended for implementation by Fall 2013. The present academic affairs organization is currently structured as four academic units:

- College of Arts and Sciences
- School of Business
- School of Education
- School of Graduate Studies and Research

In July 2010, the School of Liberal Arts and School of Science, Management and Technology were combined by President Brown to form the College of Arts and Sciences. The School of Education continued unaffected by this change and the School of Business was later formed in July 2011. Given that the College of Arts and Sciences comprises more than 75% of all FTE academic faculty and 74% of credit hour production, it became clear that since its formation the management of this unit has been challenging given the large number of program under one

Dean. He stated that in the Fall 2012, the process was initiated to consider a reorganization of Academic Affairs. The goal of this exercise was to better match the organizational structure with institutional priorities. Information about the reorganization was provided on a web page created for this purpose:

<http://www.edinboro.edu/departments/provost/academic-affairs-reorganization.dot>

- Four initial models for academic affairs were created by the academic deans and presented to the faculty for consideration.
- An Academic Affairs Reorganization Task Force was formed to provide broad input on model determination. The Task Force consisted of 15 members which included: 7 faculty members from the College of Arts and Sciences; the academic deans and others.

The Task Force included:

Dr. Alan Biel
 Dr. Don Dilmore
 Dr. Charles Edwards
 Dr. Elisabeth Joyce
 Dr. Nomsa Geleta
 Ms. Judy Kubeja
 Dr. Danielle Lawson
 Dr. Penelope Orr
 Dr. Richard Lloyd
 Dr. Terry Smith
 Dr. Roy Shinn
 Dr. Marc Sylvester
 Ms. Kerri Watson
 Dr. Scott Miller
 Dr. Stacie Wolbert

- Open forums were scheduled in October for the academic community to provide input. A “comment” feature was also included on the web page that provided another avenue for input.
- The Task Force met multiple times after the open forums to consider the initial four models, additional models and other input provided. The Task Force then recommended a single model for further consideration by the academic community. Two additional forums were scheduled in early December to receive input.
- In mid-December, the Task Force met to study the input provided and to make a final recommendation to the President and Interim Provost. Two versions were presented by the Task Force.

Interim Provost Hannan noted that he and President Wollman considered the input and recommend to the Council the following model for implementation this Fall 2013:

The department formerly comprising the College of Arts and Science are divided into two colleges:

- **NEW - College of Arts, Humanities and Social Sciences (CAHSS)**

○ **NEW - College of Science and Health Professions (CSHP)**

NEW - College of Arts, Humanities and Social Sciences (CAHSS)

This new College will include a **School of Visual and Performing Arts**, which will be comprised of the current Art and Music departments. Pending available finances and enrollment, this School may hire its own Dean in the future. The School will provide recognition of the importance of the arts at the University and also create a separate identity. The Dean of CAHSS will lead and manage the College with a focus on program and enrollment growth.

NEW - College of Science and Health Professions (CSHP)

The CSHP will provide a focus on the University's commitment to the growth of programs in STEM (science/technology/engineering/mathematics), health and allied health professions. This new structure will permit the University to administratively focus on and provide a visible (marketable) commitment to these critical growth areas.

School of Business to remain unchanged and will continue to focus efforts towards achievement of AACSB accreditation, program and enrollment growth. At a future time, the University will consider augmenting this School with the department of Communications and Media Studies where synergistic relationships can be further developed.

School of Education to remain unchanged and will continue to focus on NCATE accreditation reaffirmation and enrollment stabilization. The School will develop and implement a plan to reorganize its faculty into a different departmental structure during the Spring 2013 semester.

Also, the **School of Graduate Studies and Research** will remain unchanged. The School will continue to focus on the development of new programs to diversify graduate offerings.

Overall and in general, Dr. Hannan stated that the new structure provides focus on critical areas of University programming with a minimal increase in administrative personnel. It should be noted that Edinboro University is among the lowest in the PASSHE in terms of administrators/managers per FTE students and faculty. With Dean Terry Smith's announced retirement in Summer 2013, approval of this academic affairs reorganization as presented will allow for a national search to be conducted in Spring 2013 for Deans of the newly formed colleges.

Chairman Horan solicited any questions or concerns resulting from Dr. Hannan's brief summary of the academic affairs reorganization proposal before them for action. Trustee McGarvey stated that she thought the proposal looked good and sounds great. Based on the recommendation provided by President Wollman and endorsed by Interim Provost Hannan, **it was voted** on motion of Trustee Higham, seconded by Trustees McGarvey and Shields to accept the Edinboro University Academic Affairs Reorganization Plan with implementation in the Fall 2013 as presented. Hearing no further requests for discussion, the Chair requested the Recording Secretary to conduct a Roll Call vote. The results follow:

Results – Roll Call Vote/Academic Affairs Reorganization Plan

	Aye	Nay	Absent	Abstain
Trustee Chaffee	X			
Trustee Darcangelo	X			
Trustee Dombrowski			X	
Trustee Frampton	X			
Trustee Higham	X			
Trustee McGarvey (phone)	X			
Trustee Pape (phone)	X			
Trustee Pulice (phone)	X			
Trustee Shields (phone)	X			
Trustee Steele (phone)	X			
Chairman Horan	X			

Chairman Horan noted that there was unanimous approval by the Council in support of the Academic Affairs Reorganization Plan.

The Chair then moved on to the next item of business, noting that the item had been reviewed and discussed at the December 14 Study Session. The agenda item for action deals with the acceptance of a land donation from University Services, Inc. He noted that the one acre parcel adjoins Butterfield Hall and would be used for the purpose of a parking lot. Chairman Horan explained that there was a need to present this item for a formal vote by the Council at a public meeting. The Chair asked Vice President Herbst to provide a brief summary pertaining to this Resolution. Vice President Herbst graciously acquiesced to the request noting that the Butterfield Hall addition and renovation project had been underway for some time and has as a part of its construction zone said parcel of land owned by USI. He noted that based on collective conversations with members of the USI Board, they were opposed to annexing part of the property to Edinboro University under license; however, the Board agreed to gift a one acre portion of the property in question to the University. The gift by USI of the one acre parcel would provide access to the parking area behind Butterfield Hall as well as provide a means of egress to sidewalks that are currently located adjacent to the addition under construction. To allow the University to perform its due diligence in the acceptance of said property, a Phase I environmental study was conducted by Urban Engineers. They prepared and issued a clear report noting no items of concern in terms of American standards of measurements affecting the parcel of land and the quality of the property. Therefore, Vice President Herbst heartily recommended acceptance of the gift by the Council as presented.

Again, Chairman Horan asked if there were any questions or concerns. Hearing none, the Chair entertained a motion for the acceptance of Resolution – Land Donation from University Services, Inc. re: Butterfield Hall Renovation. Copy of Resolution noted below:

RESOLUTION

**Edinboro University of Pennsylvania
Council of Trustees**

Land Donation from University Services, Inc. re: Butterfield Hall Renovation

Whereas, as part of the Butterfield Hall renovation project, University Services, Inc. proposes to donate one acre of land adjoining Butterfield Hall to Edinboro University for the purpose of a parking lot. The University has obtained a "clean" environmental survey report for this one acre parcel (attached). USI values the one acre portion at \$50,000. The entire four acre parcel was purchased by USI in 1998.

BE IT RESOLVED, therefore, the Council of Trustees of Edinboro University of Pennsylvania accepts the proposed gift of one acre of land from University Services, Inc. This Resolution and Council concurrence will be forwarded to the Office of the Chancellor for review and formal approval by the Pennsylvania State System of Higher Education Board of Governors at their next quarterly business meeting to be held on January 24, 2013.

Unanimously adopted by the Council of Trustees on this 7th day of January, 2013

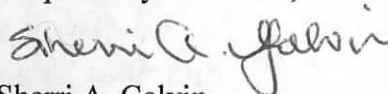
It was voted, on motion of Trustee Pulice, seconded by Trustee Frampton to accept the Resolution as presented (**Attachment #1**). The Chair sought further discussion and/or concerns relative to the motion. Hearing none, Chairman Horan asked the Recording Secretary to conduct the Roll Call vote.

Results – Roll Call Vote/Resolution – Land Donation from USI, Inc. re: Butterfield Hall Renovation

	Aye	Nay	Absent	Abstain
Trustee Chaffee	X			
Trustee Darcangelo	X			
Trustee Dombrowski			X	
Trustee Frampton	X			
Trustee Higham	X			
Trustee McGarvey (phone)	X			
Trustee Pape (phone)	X			
Trustee Pulice (phone)	X			
Trustee Shields (phone)	X			
Trustee Steele (phone)	X			
Chairman Horan	X			

Prior to calling for the adjournment of the Special Meeting, Chairman Horan reminded Council members that their next quarterly business meeting was scheduled to be held on Monday, March 11, 2013. The Chair asked if there were any additional questions or comments to be made by Council members. Since there was no indication by members of the Council to speak, Chairman Horan entertained a motion for adjournment. **It was voted**, on motion of Trustee Higham, seconded by Trustee Chaffee to adjourn the Special Meeting. The Chair moved the motion and stated that the Special Meeting stood adjourned. Chairman Horan thanked all of the Trustees who participated via conference call. The meeting concluded at 3:17 p.m.

Respectfully submitted,



Sherri A. Galvin
Assistant to the President
and Recording Secretary