

MINUTES
Edinboro University of Pennsylvania Council of Trustees
Quarterly Business Meeting
Tuesday, November 12, 2013 – 2:00 p.m.
Crawford Center Conference Room

Prior to the quarterly, public meeting of the Edinboro University Council of Trustees, Council members met with President Wollman and members of the Executive Leadership Team (present were Interim Provost Hannan, Interim Vice President Gardea, Vice President Mengine and Vice President Kahan Sablo) in a public Committee meeting until 12:00 noon. Topics of discussion were:

Performance Funding Update, Operations and Workforce Plan, and Non-Discrimination Policy (President Wollman)
 Middle States Site Visit (Interim Provost Hannan)
 Campus Security Report (Interim Vice President Gardea)
 Health and Wellness Fee and Retention of Resident Hall Students (Vice President Sablo)
 Fundraising Report (Vice President Mengine)

Following the conclusion of the public Committee meeting, President Wollman and Council members remained for a working lunch and continued informal discussions. At 2:02 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:

Dr. Raymond Dombrowski – via phone
 Mr. Dennis Frampton
 Mr. Daniel Higham
 Mr. John Horan
 Mrs. Virginia McGarvey
 Ms. Kathy Pape – via phone
 Mr. John Pulice – via phone
 Mr. Harold Shields
 Mr. Ronald Steele
 Mr. Shaquan Walker

Absent: Ms. Barbara Chaffee

The Recording Secretary verified the presence of a quorum. Chairman Horan announced that the proceedings of the Edinboro University Council of Trustees meetings are recorded. Therefore, he disclosed to those in attendance this fact via a verbal announcement and written public notice which served to avoid any violation of Pennsylvania Wiretapping Act.

For the record it was noted that in addition to President Julie Wollman, the following individuals were in attendance at the Council of Trustees' quarterly business meeting:

Dr. Alan Biel, Dean – School of Graduate Studies and Research and Interim Dean –
 School of Education
 Dr. Steven Combs, Dean - College of Arts, Humanities and Social Sciences
 Ms. Sherri A. Galvin, Assistant to the President and Recording Secretary

Ms. Lori Gardea, Interim Vice President for Finance and Administration
 Dr. Michael Hannan, Interim Provost and Vice President for Academic Affairs
 Mr. Jeffrey Hileman, Director of Communications
 Ms. Tina Mengine, Vice President for University Advancement
 Dr. Scott Miller – Acting Dean – School of Business

Dr. Nathan Ritchey, Dean - College of Science and Health Professions
 Dr. Kahan Sablo, Vice President for Student Affairs
 Dr. Amber Schultz, Associate Vice President for Enrollment, Management and Student Success

Guest: Megan Corrigan, 2013 Homecoming Queen

Chairman Horan sought from those in attendance the opportunity for public comments. He stated that anyone wishing to address the Council to provide their name and address. Hearing nor noting any movement by members of the audience to present public comment, Chairman Horan moved to the next order of business – approval of the Minutes of the September 10, 2013, public quarterly meeting of the Council. **It was voted**, on motion of Trustee Shields, seconded by Trustee Higham to approve the above-referenced Minutes as presented. Chairman Horan directed the Recording Secretary to conduct a Roll call since three members of the Council were participants via the bridge phone line. The motion passed with unanimous approval by the Council.

Results – Roll Call vote re: Minutes of September 10, 2013 public quarterly Council meeting

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

Next, Chairman Horan asked President Wollman to deliver her report to members of the Edinboro University Council of Trustees. She began her report with an update relative to the budget and workforce plan. The President stated that while the budget shortfall for fiscal year 2014 was just over \$7 million, reductions that have taken place and been implemented have brought the shortfall number down to under \$6.5 million. The President and all members of the administration continue to work to make additional reductions that will bring the shortfall number down even more significantly. In terms of fiscal year 2015, President Wollman noted the University is facing an almost \$7.5 million shortfall which includes reductions named in the Operations and Workforce Plan. She stated that there is clearly more work that needs to be done in terms of reductions, but also there must be the identification of new revenue generating opportunities in order to close the gap between revenue and expenditures. President Wollman next commented on workforce reductions, specifically faculty positions. She was pleased to report that the University was able to reduce the number of retrenchment letters issued to tenure-

track and tenured faculty from 18 to 6. This reduction was accomplished by finding areas where not as many temporary faculty members were needed since this number fluctuates based on the number of students enrolled – fewer students results in the need for employing fewer temporary faculty. Also, an additional three positions have been identified that we are able to leave vacant moving forward into the next academic year. As a result, there are a total of five positions vacant. President Wollman then reiterated good news shared by Interim Provost Hannan on October 17 related to the Bachelor of Arts in Music and Bachelor of Arts in Music Education programs: Instead of being recommended for moratorium, these programs will remain among Edinboro University's excellent program offerings. The continuation of these degrees resulted from close work with department leadership and faculty input. The efforts were spurred by the leadership and commitment to the arts by President Julie Wollman, as well as by the strong support of the program's current students and many successful alumni. Music is and will continue to be an important part of an Edinboro education and our campus culture. Additionally the President noted the need to tighten the University's curriculum and the faculty have worked to align what we offer with programs and degrees that are in demand by students and that meet workforce needs. President Wollman stated that while this is a painful process, it will make the University stronger in the long run -- resources will be directed to where they are most needed and students will have a clearer path to graduation. Other reductions are still necessary in order to balance revenue against expenses, but there is also a need to fundamentally change some current business practices (i.e. becoming paperless, using lower cost technology equipment that does the same job, etc.) and it is our responsibility to explore these opportunities. The President noted the inclusion of budget information on the homepage of the main website as well as MyEdinboro. One can find a range of information from different publications, documents and suggestion forum to a list of Frequently Asked Questions (FAQs) which is refreshed regularly as new questions are asked by constituents. Open Budget Forums have been held for the university campus community that were well-attended. President's Listening Hours are held monthly at which one of the major topics raised by attendees continues to be questions related to the budget. These sessions are open to the entire campus community and typically result in a wide range of concerns that people come to address or speak with the President. President Wollman continues to meet with multiple groups of students, using every venue to spread an informed message. She stressed that the focus remains on the University's Strategic Plan -- a plan that was developed with wide participation from the campus community. The top priority is on achieving the goals in that plan which are focused on doing what is best for our students and for Edinboro's future as an excellent and strong University. The President emphasized that as we work to make reductions we must not let that hinder us from making progress on the Strategic Plan. In fact, progress on our Strategic Plan will help us to direct resources to where they are most needed and to where they will best bolster student success and graduation. It was noted by President Wollman that during the new PASSHE Chancellor's visit to campus on November 7, Chancellor Brogan made clear that he feels workforce reductions and restructuring are necessary. He stated that the System office needs to and will be providing more support in workforce planning and focusing on what each University does best. Chancellor Brogan also suggested the possibility of a single general education program across the System. The System Presidents await more information about this possibility. He has also suggested, in a number of venues (campus visits), fewer majors being offered by creating greater specialization on each campus. Next, President Wollman spoke about the status of the search for Provost and Vice President for Academic Affairs. She noted there is a webpage on our website devoted to this topic and where the Search Committee is in terms of the process. The Search Committee includes a number of faculty, APSCUF representative (Local President - Dr. Jean Jones), a faculty member from each of our schools and several staff members who report to Academic Affairs. Recently, President Wollman had the great pleasure of attending the Inauguration of alum Dr. James Troha who has

been appointed the President of Juniata College. Dr. Troha was pleased to have his alma mater represented. An invitation has been extended to him and his wife (also an Edinboro alumna) to visit the Edinboro campus and spend some time becoming reacquainted with the Edinboro experience. President Wollman was also afforded the opportunity to present at the University Economic Development Association (UEDA). She was invited to present along with the Presidents of Carnegie Mellon University, East Stroudsburg University, and the University of Pittsburgh on the role of universities in economic transformation. In the coming week, President Wollman will be a panelist at the PASSHE Inclusive Excellence Conference.

Chairman Horan thanked President Wollman for her detailed report and asked if there were any questions. Hearing none, he moved to the next item of business on the agenda. Interim Provost Hannan was asked to come forward to deliver both an informational report and those action items being presented for the Council's consideration.

Interim Provost Hannan stated that Tab #4 (**Attachment #1**) contained a written report from the Academic Affairs area and contained a number of entries of happenings that have taken place since the Council's last meeting. Dr. Hannan did take the opportunity to highlight the following:

Dr. Jonathan Gibraltar, Chairperson of the Middle States Evaluation Team, will be on campus November 17-18 to prepare for the University's upcoming site visit which will take place March 30 – April 2. He will be coming mainly to look at arrangements and to determine how informed the campus is in terms of the Middle States process. Dr. Hannan reported that the working groups continue to gather and expand the linkages to evidence and also are working to trim the report's length down to 100 pages.

Interim Provost Hannan also noted the University's hosting of a Site Team from the National Council for Accreditation of Teacher Education (NCATE). Dr. Martha Ross from James Madison University served as the Chair of this visiting accreditation team who visited the campus in late October. During the exit interview, Dr. Ross gave a very positive verbal report regarding the visit. We are thankful and proud of the work that the School of Education faculty and staff have done in preparation for this successful accreditation site team visit.

As a part of Homecoming Weekend, the Provost Speakers Series and the School of Education partnered with Highmark/BlueCross BlueShield and WJET to host nationally acclaimed Erin Gruwell to deliver the inaugural Homecoming Keynote address. The lecture was extremely well-attended. Dr. Gruwell focused primarily on her work with Los Angeles high school students allowing them to transcend their difficult gang environments by connecting with at-risk students and empowering them to change. Her delivery of this address was empowering and well received by students and members of the community.

Dr. John Zeigler from the School of Education had his course, *Research in Education*, successfully reviewed by the Quality Matters national standards. This is the first course to go through this rigorous review process which highlights online courses that meet very high standards for quality nationally. To date, more than 15 members of the faculty have gone through the training in Quality Matters in order to access their courses and to ensure that they meet these standards.

Dr. Hannan noted the University's hosting of the 7th Annual College Bowl tournament this evening. There are teams from multiple academic departments who will compete for prizes. This event was, once again, organized by Dr. Jerra Jenrette of the History, Anthropology and World Languages Department and co-sponsored by the Office of the President, Provost's Office, Advancement, APSCUF, AFSCME and the Campus Bookstore. The winning teams' department receives a \$1,000 Freshman Scholarship to be awarded next fall. He invited Council members to remain and attend this exciting event.

Dr. Scott Miller, Acting Dean of the School of Business, reported a successful Summer Youth Business Academy for students entering 9/10/11 grades. Twenty-four students attended the five-day academy this past June. The summer academy focused on team building, academic lectures, tours of manufacturing facilities, and other activities. Thanks were extended to the generosity of alumnus Xavier Williams and his wife Tina who provided all of the resources necessary to provide scholarships and pay all expenses.

Lastly, Dr. Hannan concluded his report with comments about faculty accomplishments. He noted that there were additional recognitions listed in the written report. Specifically, John Repp (English and Liberal Studies Department) won the 2013 Akron Poetry Prize for his book, *Fat Jersey Blues* which had been selected from 385 entries. Dr. David Hurd (Geosciences) was invited to the Goddard Space Flight Center at Wallops Flight Facility in Wallops Island, Virginia, for the September 6 launch of the Lunar Atmosphere and Dust Environment Explorer. This was due in part to his 15 years of work in the creation astronomy materials for use by the blind and visually impaired.

For the record, Interim Provost Hannan stated that two individuals were granted tenure - the two new deans were granted tenure in their relevant departments. Dr. Steven Combs, Dean - College of Arts, Humanities and Social Sciences, was granted tenure effective September 20, 2013, from the Department of Communication and Media Studies. Dr. Nathan Ritchey, Dean - College of Science and Health Professions, was granted tenure effective September 17, 2013, from the Department of Mathematics and Computer Science.

Chairman Horan asked Interim Provost Hannan to review the recommendations relative to the action items. Dr. Hannan noted President Wollman's recommendation for the approval of the following Reorganizations of Existing Programs, Certification Revisions, Title Changes, Program Revisions and Program Moratoria. These recommendations have also been endorsed by the Interim Provost and have also been approved by the University Senate. A detailed summary chart was presented under Tab #5. He noted under the category of **Reorganization of Existing Programs**, six (6) programs have been reorganized under the heading of Bachelor of Science in Education. These were listed on the agenda Dual "Certificate" when they actually should have been listed as Dual "Certification" programs. Dr. Hannan stated that the University does not award the certificate directly, only the State will award the certificate; Edinboro University qualifies students for Dual Certification in a specific discipline and also in Special Education which complies with changes that were made in recent years by the Pennsylvania Department of Education.

There are also several **Certificate Revisions** and **Title Changes**. This includes the Post Master's Graduate Certificate in Principal K-12; Post Masters Graduate Certificate - Superintendent's Letter of Eligibility; and the Post Master's Graduate Certificate - Supervisor of Special Education. Also, in the School of Education, there are four Post Master's licensure

preparation programs recommended for placement on **Moratoria** – these are effectively being consolidated under a single revised Masters of Arts in Counseling – Post Master’s Graduate Licensure preparation program. Other **Program Revisions** are recommended for the Associate of Engineering Technology – Manufacturing Technology; Bachelor of Arts in Biology, Bachelor of Science in Biology regular and Bachelor of Science in Biology - Pre-medical LECOM 3+4 program; and also the Bachelor of Science in Industrial and Engineering Administration. Most of these recommended revisions deal with accommodating changes that occurred last year in the General Education. Lastly, there was a Program Revision in the Master of Education for Educational Leadership.

Having heard the report made by Interim Provost Hannan, Chairman Horan entertained a motion for the acceptance of the recommendations made by President Wollman relative to the changes in Academic Affairs programs listed in the summary chart contained under Tab #5. **It was voted**, on motion of Trustee Higham, seconded by Trustees Dombrowski and McGarvey to approve the stated changes – Reorganization of Exiting Program, Certificate Revisions and Title Changes, Program Revisions, and Program Moratoria. Chairman Horan asked for further detail relative to the Bachelor of Science in Biology – Pre-medical LECOM 3+4 program. Dr. Hannan stated that the change in the program itself was to accommodate the change in the General Education program. The University reduced the number of credits required in the distribution and removed the HPE requirement. Also, one microbiology course was changed. There were two different microbiology courses offered by the department, and it was recommended that the program be changed to require a different course than what had been done previously. The program as configured now allows students to meet the changes required for the MCAT (Medical College Admissions Test). Edinboro University students would complete the first 3 years here and then go into the 4 year program for a medical degree at LECOM. Hearing no requests for further discussion, Chairman Horan asked the Recording Secretary to conduct the Roll Call vote.

Results – Roll Call vote re: Program Revisions

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

The motion carried with unanimous approval by the Council of Trustees. Next, Chairman Horan asked Interim Vice President for Finance and Administration Lori Gardea to come forward and deliver her area report. A full written report can be located under Tab #6 (**Attachment #2**). Therefore, Interim Vice President Gardea highlighted the following entries from that report. She reported the receipt in September of approved State appropriations for fiscal year 2013-14. The Board of Governor put a 2% cap on appropriations variances between the years which was to the University’s advantage. Therefore, instead of having a \$1.5M decrease in appropriations, Edinboro University experienced only a \$600,000 decrease. The University’s portion of the final

appropriations for fiscal year 2013-14 totaled \$24,963,085. Interim Vice President Gardea noted the submission of the Annual Security and Fire Safety Report as required by the Jean Clery Act. As was reported by PASSHE Executive Vice Chancellor, Dr. Peter Garland, at the House Senate Committee in June, Edinboro University is a "safe campus." In fact, all of the PASSHE universities have 70 percent fewer serious crimes than the State average. She stated that the University audit and audits of all of the affiliates (Alumni Association, Foundation, Student Government, and University Services, Inc.) have been completed and there are no issues to report. Regarding the status of campus renovations, Ms. Gardea noted that there was a problem encountered at Hendricks Hall which involved the presence of water in the elevator shaft. This matter has been resolved and the renovation project is back on track. The building is scheduled to be open for the Spring 2014 semester as well as Ross Hall.

For the record, Interim Vice President Gardea presented the following informational items – list of personnel transactions which had occurred since the last business meeting on September 10, 2013:

NEW HIRES/REPLACEMENTS/CONTINUATIONS

Caldwell, Ms. Beverly, part-time (wage), Licensed Practical Nurse, Attendant Care Program, at \$19.87 per hour, effective as soon as possible.

Christoph, Ms. Doretha, full-time, temporary, Instructor, Business and Economics Department, 2013-2014 Academic Year, at \$45,695.62 effective August 24, 2013.

Ghisson, Ms. Michelle, part-time (33%), temporary, Instructor, Art Department, at \$7,615.94 effective August 24, 2013.

Graves, Ms. Mandy, part-time (wage), Licensed Practical Nurse, Attendant Care Program, at \$19.87 per hour, effective October 24, 2013.

Heslink, Mr. Andrew, full-time, temporary, Health and Physical Education Department, fall 2013, at \$22,847.81 effective August 24, 2013.

Hilbert, Mr. Michael J., full-time, temporary, Project Manager, PASSHE Manager 180, Facilities Department, at \$2,875.77 biweekly effective September 1, 2013 through June 30, 2015.

Homansky, Ms. Hillary, full-time, temporary (wage), Custodial Worker 1, Facilities Department, at \$12.31 hourly effective September 16, 2013.

Jacobs, Ms. Jillian, regular, full-time, Nurse Aide, Attendant Care Program, at \$13.88 per hour, effective November 6, 2013.

Joseph, Ms. Rosanne M., part-time (25%), temporary, Instructor, Speech, Language and Hearing Department, fall 2013, at \$5,711.95 effective August 24, 2013.

Linhart, Ms. Rebecca, regular, part-time (wage), Licensed Practical Nurse, Attendant Care Program, at \$19.87 per hour, effective October 24, 2013.

Lucas, Ms. Cassandra M., part-time (25%), temporary, Instructor, Speech, Language and Hearing Department, fall 2013, at \$5,711.95 effective August 24, 2013.

Mando, Ms. Marti, full-time, temporary, Instructor, English and Theatre Arts Department, fall 2013, at \$22,847.82 effective August 24, 2013.

McCallum, Ms. Christine M., part-time (25%), temporary, Instructor, Business and Economics Department, fall 2013, at \$5,711.95 effective August 24, 2013.

McDade, Dr. Mary, part-time (50%), temporary, Assistant Professor, Health and Physical Education Department, fall 2013, at \$13,224.65 effective August 24, 2013.

Menzel, Ms. Heidi, full-time, temporary, Instructor, English and Theatre Arts Department, fall 2013, at \$23,990.21 effective August 24, 2013.

Mistretta, Ms. Molly, part-time (25%), temporary, Instructor, Counseling, School Psychology, and Special Education Department, 2013-2014 Academic Year, at \$11,423.91 effective August 24, 2013.

continued – New Hires/Replacements/Continuations

Ouellet, Ms. Marianne, part-time (50%), temporary, Instructor, Early Childhood and Reading Department, 2013-2014 Academic Year, at \$22,847.81 effective August 24, 2013.

Paff, Mr. Michael, part-time (50%), temporary, Instructor, Counseling, School Psychology, and Special Education Department, 2013-2014 Academic Year, at \$22,847.81 effective August 24, 2013.

Sallie, Ms. Jamie, Co-Coordinator of the Athletic Study Program, Student Affairs Faculty Department, 2013-2014 Academic Year, at \$269.20 bi-weekly effective September 7, 2013.

Schruers, Dr. Eric J., part-time (50%), temporary, Assistant Professor, Art Department, fall 2013, at \$13,885.86 effective August 24, 2013.

Schultz, Mr. Ryan, Enterprise Information Analyst, PASSHE Manager Grade Level 150, Technology and Communications Division, at \$34,318.00 effective September 30, 2013.

Sponseller, Mr. Colton, Co-Coordinator of the Athletic Study Program, Student Affairs Faculty Department, 2013-2014 Academic Year, at \$269.20 bi-weekly effective September 7, 2013.

Stinely, Ms. Alison, part-time (33%), temporary, Instructor, Art Department, fall 2013, at \$7,615.94 effective August 24, 2013.

Thayer, Dr. Michael, part-time (25%), temporary, Assistant Professor, Counseling, School Psychology, and Special Education Department, 2013-2014 Academic Year, at \$13,224.65 effective August 24, 2013.

Unsel, Ms. Caryl, part-time (50%), temporary, Instructor, Counseling, School Psychology, and Special Education Department, 2013-2014 Academic Year, at \$22,847.81 effective August 24, 2013.

Welter, Ms. Michele, full-time, temporary, Instructor, Health and Physical Education Department, fall 2013, at \$22,847.81 effective August 24, 2013.

RESIGNATION/SEPARATIONS

Carrier, Mrs. Gail A., part-time, hourly, Licensed Practical Nurse, Office for Students with Disabilities, effective with the close of business July 22, 2013.

Chevers, Dr. Ivy L., regular, part-time, Assistant Professor, Art Department, effective with the close of business August 23, 2013.

Duell, Mr. Scott A., part-time, hourly, Nurse Aide, Office for Students with Disabilities, effective with the close of business October 4, 2013.

Leigh, Dr. Patricia S., Associate Professor, Speech, Language and Hearing Department, effective with the close of business August 24, 2013.

TERMINATION/FURLOUGH

Miller, Mr. Joseph, Associate Director of Residence Life and Housing, Residence Life and Housing Department, effective with the close of business October 15, 2013.

RETIREMENTS

Holtz, Dr. JoAnn, Professor, Middle and Secondary Education and Educational Leadership Department, effective with the close of business January 10, 2014.

Turner, Mrs. Helen A., Custodial Worker 2, Facilities Office, effective with the close of business October 18, 2013.

COACHING CONTRACTS/RENEWALS/CHANGE IN STATUS

Moore, Mr. Clifford W., Assistant Wrestling Coach, extended to September 10, 2015.

SICK LEAVE

Bavaro, Mr. John, partial leave of absence beginning August 26, 2013.

Cullen, Dr. Eileen, sick leave of absence beginning August 26, 2013.

Gast Lloyd, Mrs. Meighan, parental leave of absence from August 26, 2013 through November 15, 2013.

Heibel, Mr. Sean, sick leave of absence beginning September 3, 2013 through October 29, 2013.

Lawrence, Dr. Henry W., sick leave of absence beginning October 9, 2013 through December 13, 2013.

Skalko, Ms. Susan R., Extended Sick, Parental and Family Care (ESPF) leave beginning October 1, 2013 through April 1, 2014.

Wolbert, Dr. Stacie, sick leave of absence beginning November 11, 2013 through December 6, 2013.

CHANGE IN STATUS

Bamberg, Ms. Helen, from Clerk Typist 3, School of Education, to Clerk Typist 2, School of Business effective October 5, 2013.

Bierer, Ms. Mary, from Custodial Supervisor to Custodial Worker 1, Facilities Department, effective September 23, 2013.

Biel, Dr. Alan, Interim Dean, School of Education and Dean of Graduate Studies and Research, at \$167,506.00 effective August 26, 2013 through June 30, 2014 or until the position is filled.

Gardea, Ms. Lori, Interim Vice President for Finance and Administration, at \$128,850.00 effective August 26, 2013 through June 30, 2014 or until the position is filled.

Geleta, Dr. Nomsa, from Dean, School of Education to full-time, tenured, Professor, Middle and Secondary Education and Educational Leadership Department, at \$99,748.47 effective August 24, 2013.

PROMOTION - NON-FACULTY

Ingalls, Ms. Pamela, from Clerk Typist 2, School of Business, to regular full-time, Purchasing Agent 1, Office of Purchasing and Contracts at \$34,504.00, effective October 7, 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 LWOP	END LWOP	START LWOP	END LWOP
Cooney, Mrs. Sheila	12/27/13	1/15/14	5/08/14	8/18/14
Dado, Ms. Joye	12/14/13	1/15/14	5/10/14	8/18/14
Krizmanich, Mrs. Deborah	12/14/13	01/13/14	05/10/14	8/18/14
Odell, Mrs. Danielle	12/13/13	1/15/14	5/10/14	8/18/14

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

NAME	POSITION	WINTER BREAK		SUMMER BREAK	
		START LWOP	END LWOP	START LWOP	END LWOP
Borczon, Mr. Mark	Nurse Aide	12/12/2013	01/17/2014	05/08/2014	08/20/2014
Brown, Mr. James	Nurse Aide	12/13/2013	01/17/2014	05/09/2014	08/20/2014
Burns, Ms. Alice	Nurse Aide	12/12/2013	01/17/2014	05/08/2014	08/20/2014
Carrier, Mrs. Gail	Licensed Practical Nurse	12/13/2012	01/25/2013	05/16/2013	08/21/2013
Duell, Mr. Scott	Nurse Aide	12/14/2012	01/25/2013	05/17/2013	08/21/2013
Fetzner, Ms. Mary	University Registered Nurse Supervisor	12/20/2013	01/06/2014	05/23/2014	08/20/2014
Flak, Mrs. Frances	Special Transportation Vehicle Operator	12/14/2013	01/19/2014	05/10/2014	08/22/2014
Fox, Mrs. Gail	Special Transportation Vehicle Coordinator	12/14/2013	01/19/2014	05/10/2014	08/22/2014
Fry, Ms. Karen L.	Special Transportation Vehicle Operator	12/14/2013	01/19/2014	05/10/2014	08/22/2014
Gent, Mrs. Pamela	Substitute University Registered Nurse	12/07/2013	01/17/2014	05/03/2014	08/20/2014
Gregor, Mr. Michael	Special Transportation Vehicle Operator	12/14/2013	01/19/2014	05/10/2014	08/22/2014
Hayes, Mr. Scott	Licensed Practical Nurse	12/12/2013	01/17/2014	05/08/2014	08/20/2014
Hirt, Ms. Julie	Nurse Aide	12/13/2013	01/17/2014	05/09/2014	08/20/2014
Huff, Ms. Sandra	Nurse Aide	12/12/2013	01/17/2014	05/08/2014	08/20/2014
Hurta, Mrs. Heather	Nurse Aide	12/12/2013	01/17/2014	05/08/2014	08/20/2014
Keys, Ms. Chanel	Licensed Practical Nurse	12/08/2013	01/17/2014	05/03/2014	08/20/2014
Kuhn, Mr. Donald	Special Transportation Vehicle Operator	12/14/2013	01/19/2014	05/10/2014	08/22/2014
McCarthy, Mr. Brian	Nurse Aide	12/13/2013	01/17/2014	05/09/2014	08/20/2014
McIntosh, Ms. Nicola	Nurse Aide	12/13/2013	01/17/2014	05/09/2014	08/20/2014
Medilovic, Mr. Sejad	Special Transportation Vehicle Operator	12/14/2013	01/19/2014	05/10/2014	08/22/2014
Michaels, Eileen	Licensed Occupational Therapist	-----	-----	05/16/2014	08/11/2014
Patterson, Mrs. Luann	Substitute University Registered Nurse	12/07/2013	01/17/2014	05/03/2014	08/20/2014
Price, Mrs. Lorraine	Special Transportation Vehicle Coordinator	12/14/2013	01/19/2014	05/10/2014	08/22/2014
Roberts, Mrs. Debora	Nurse Aide	12/13/2013	01/17/2014	05/09/2014	08/20/2014
Russell, Ms. Joyce	Nurse Aide	12/12/2013	01/17/2014	05/08/2014	08/20/2014
Slipcevic, Mr. Gerald	Special Transportation Vehicle Operator	12/14/2013	01/19/2014	05/10/2014	08/22/2014
Strobel, Mrs. Colleen	Nurse Aide	12/11/2013	01/17/2014	05/07/2014	08/20/2014
Swanson, Mr. Roger	Special Transportation Vehicle Operator	12/14/2013	01/19/2014	05/10/2014	08/22/2014
Thomas, Mrs. Beth	Nurse Aide	12/12/2013	01/17/2014	05/08/2014	08/20/2014
Timko, Mr. Carl	Special Transportation Vehicle Operator	12/14/2013	01/19/2014	05/10/2014	08/22/2014
Wisniewski, Mrs. Virginia	Nurse Aide	12/13/2013	01/17/2014	05/09/2014	08/20/2014
Yonkin, Ms. Jessica	Nurse Aide	12/13/2013	01/17/2014	05/09/2014	08/20/2014

Chairman Horan requested Interim Vice President Gardea to continue with the presentation of actions items. Ms. Gardea noted the inclusion of materials under Tab #7. She reminded Council members that the Contracts and Purchase Orders were listed at the encumbered amounts for the fiscal year as opposed to payment amounts. Therefore, Interim Vice President Gardea sought the Council's acceptance of President Wollman's recommendation for the approval of the Contracts and Purchases for the period August 1 thru September 30, 2013. **It was voted**, on motion of Trustee McGarvey, seconded by Trustee Pulice to approve the Contracts and Purchases for the period August 1 – September 30, 2013. The Chair directed the Recording Secretary to conduct the Roll Call vote.

Results – Roll Call vote re: Contracts and Purchases for the period August 1 – September 30, 2013

	Aye	Nay	Absent
Trustee Chaffee			X
Trustee Dombrowski (phone)	X		
Trustee Frampton	X		
Trustee Higham	X		
Trustee Horan	X		

Continued Results – Roll Call vote re: Contracts and Purchases for the period August 1 – September 30, 2013

Trustee McGarvey	X
Trustee Pape (phone)	X
Trustee Pulice (phone)	X
Trustee Shields	X
Trustee Steele	X
Trustee Walker	X

Chairman Horan inquired if there were additional items for the Council's review and action. Interim Vice President Gardea responded in the affirmative noting the inclusion in the meeting materials of a Resolution (Tab #7) which serves as the certification of the University's compliance with Board of Governors' Policy 1985-04-A: *University External Financial Support (Attachment #3)*. Affiliated entities include: Edinboro University Alumni Association; Edinboro University Foundation, Inc.; Edinboro University Services, Inc.; and Edinboro University Student Government Association. The Chair asked for clarification seeking to understand exactly what the Council was "certifying." Ms. Gardea responded that Council members are certifying that to the best of their knowledge, information and belief that the affiliated entities are in compliance with the policy noted above; that these entities exist solely for the benefit of the University; the expectations of the relationship between the University and named affiliated entity are memorialized in current, executive Memoranda of Understanding (MOU); and the affiliated entities require an annual external audit of their funds and provide copies of their audit reports to the University and Office of the Chancellor. Also, the Council certifies that no University employee serves as a voting member of the Board of the affiliated entities, nor does any employee of the University risk adverse interest through service to or relationship with an affiliated entity. Additional questions were raised by Trustees Shields and Pape which were addressed to their satisfaction. **It was voted**, on motion of Trustee Higham, seconded by Trustee Steele to adopt the Resolution as presented. Chairman Horan directed the Recording Secretary to complete the Roll Call vote.

Results – Roll Call vote re: Resolution – Certification of Compliance with Board of Governors' Policy 1985:04-A: *University External Financial Support*

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

Next, Chairman Horan called on Vice President Kahan Sablo to deliver his report from the Student Affairs division. Dr. Sablo noted that a written report (**Attachment #4**) had been distributed with the meeting materials. He highlighted the following entries from that report:

- The retention and persistence of residence hall students was discussed at greater length during the Committee meeting portion of the day. University Resident Assistant staff provided over 100 educational programs and activities to date. Seventy percent of the programming has focused on student engagement and connecting students to the campus. The other 30% focused on academic development and academic support.
- Our Career Services office has launched a new online job board for students and alumni. Features of this service include the ability for potential employers to post jobs, review resumes, and register for on-campus job fairs. Students are able to search for jobs, upload their resumes and also register to attend on-campus job fairs.
- In Athletics Department, the Edinboro Fighting Scots were announced the leaders for donations made to Make-A-Wish during 2012-13. We led all PSAC institutions and ranked fifth in Division II with over \$9,000 in donations. Funds raised would provide for approximately three wishes to be granted for a child who is suffering from a life-threatening illness.
- Vice President Sablo expressed appreciation to those who attended the Veterans Success Center Open House on November 11 in support of the University's annual Veterans Day activities. There was excellent media coverage and the event was very well-attended.
- While you will hear more about the University's Homecoming celebration from Vice President Tina Mengine, Vice President Sablo congratulated Mr. Luke Geer who was crowned as the 2013 Homecoming King and introduced Homecoming Queen Megan Corrigan who was making her first public appearance. A round of applause ensued. Dr. Sablo noted that Megan is the President of the Delta Zeta Sorority and previously served as its Treasurer. Ms. Corrigan currently serves as the Treasurer of the Panhellenic Council, serves as a member of the Residence Hall staff and is member of Sigma Alpha Pi. She is a senior math actuarial science major.
- In October, the Edinboro University Programming Board (UPB) was voted by the APCA (Association for the Promotion of Campus Activities) as "Organization of the Year." This makes them an automatic nomination for the national award which will be presented in March at its related conference in Atlanta, Georgia.
- The Health and Wellness Center has earned a three-year accreditation by the AAAHC (Accreditation Association for Ambulatory Health Care).
- Also, and not contained in the written report, is news of the establishment of a group for undergraduate students who are interested in going into the Student Affairs profession. Student Trustee Shaquan Walker is a member of this group and serves to mentor students who would like to pursue the profession of student affairs.

The next report to be delivered was presented by Ms. Tina Mengine, Vice President for University Advancement. She noted that a written report could be found at Tab #9 (**Attachment #5**). Vice President Mengine highlighted the following items:

Development

- Fundraising by the development staff exceeds \$615,000 which is ahead of last year's figure at this time. That figure includes the Athletic Campaign which raised over \$72,000. The Student Phon-A-Thon run by two-time graduate Pablo Cruz-Reyes has pledges and gifts totaling \$200,000 to date.
- Homecoming Weekend raised over \$93,000; \$64,000 in direct support and \$29,000 from the Homecoming Golf Outing. It is reported to be the best year on both accounts for these events. The execution of Homecoming Weekend was Advancement's major

initiative this past quarter and was a success on all levels. As reported by Interim Provost Hannan earlier in the meeting, opening academic event at the Cole Auditorium was literally standing room only. The annual Speech Language Pathology Anniversary Alumni Conference drew attendance in excess of 230 attendees. Class year reunions were also very well attended including the first African American Alumni Reunion drawing more than 110 attendees. Financially and in terms of attendance by alumni, community and staff, Homecoming Weekend 2013 exceeded expectations across the board. It was a great three days and planning for next year's Homecoming Weekend starts in January.

Marketing and Communications

- As was made a part of the Strategic Plan, efforts are underway to integrate all of our marketing efforts across all of the different schools. That process has begun with the Admissions and the Graduate Studies and Research offices. A new marketing firm located in Pittsburgh has been contracted and Dymun and Company has done a terrific job of maximizing the University's budget and targeting our efforts. Members of the community and potential students should see increased advertising in the Pittsburgh region as well as other areas outside of Erie.

Alumni and Foundation Relations

- Vice President Mengine reported that the Alumni Association bookkeeper has resigned (Terri Birchard) and that the Foundation's Executive Director and accountant has resigned as well. The Foundation recently hired a new Executive Director, Chris Cuzzola. Mr. Cuzzola started last week and seems to have taken grasp of the financial matters.

Chairman Horan thanked Vice President Mengine for her report. He asked her to share relevant information pertaining to the net proceeds from Homecoming Weekend which was to be used for scholarships. Ms. Mengine responded in the affirmative stating that net proceeds were expected to be around \$20,000 and would be earmarked for scholarships. Although this has been past practice, the amount has never been that large.

The Chair asked Trustee Harold Shields to report on behalf of the PACT Executive Committee. Since Trustee Shields was unable to attend the Fall PACT Conference at Clarion, he deferred the delivery of this report to those who attended (Trustees Frampton, Higham, Steele and Walker). Trustee Frampton spoke on behalf of the conference attendees. He stated that Clarion University served as very gracious hosts. At the conference, Trustees and others got their first opportunity to meet with new Chancellor Frank Brogan. He noted that it was an excellent conference and the subjects featured were timely and issues discussed were ones that individual campuses are dealing with on a daily basis. Trustee Higham added that the keynote presentation dealt with the topic of high impact practices. He felt this program and the entire conference was extremely well done. In concurrence with Trustee Shields, Trustee Higham stated that the PACT conferences have become more and more directed to matters that affect the operation of the University and direction of higher education in general. Trustee Steele agreed with reports made by his fellow Council member, adding that it was his first visit to Clarion and that he was impressed by their facilities and programs. Chairman Horan invited Student Trustee Walker to add his perspective. Trustee Walker stated that the conference was beneficial to him, he networked with many influential people, and enjoyed the high impact practices lecture and its focus on research. Trustee Shields concluded his report by reminding Council members that the Spring PACT Conference will take place in Harrisburg, April 7-8, 2014. The agenda is being

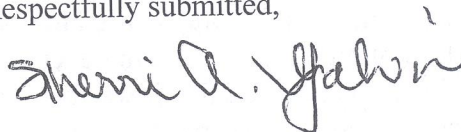
finalized and includes powerful speakers on the national level. He encouraged not only Edinboro Council members to attend, but also University administrators. Chairman Horan echoed Trustee Shields comments – noting that it is the one to attend and it is all business.

Lastly, the Chair asked Vice Chair Dennis Frampton to deliver an update on the process of the required presidential leadership review of President Wollman. Trustee Frampton stated that the review was an annual review (short version this year) and had contacted different people who the Committee wished to interview. Trustee Frampton reported that he was serving as chair of this ad hoc committee and would be assisted by Trustee Harold Shields. Trustee Chaffee declined ad hoc committee membership due to a conflict of interest as President Wollman is a member of the Erie Chamber and Growth Partnership Board of Directors. The ad hoc committee plans to interview each Trustee, the Chair of the Alumni Association, the Chair of the Edinboro University Foundation, and the Edinboro Borough Manager. Interviews took place on November 11 and 12. He reported that when all of the interviews have been held, a draft report will be shared with Council Chairman Horan. It will then be shared with members of the Council. Following their review and input, the report will be reviewed and discussed with President Wollman. It is expected that the review process will take place within the next two months. The final and completed evaluation report is due electronically to Chancellor Brogan on or before February 1, 2014. It will then be reviewed by the Chancellor and Chair of the Council and eventually be provided to the Board of Governors Human Resources Committee. The March Board of Governors meeting, Chancellor Brogan will report on all PASSHE Presidents' contract renewals. Chairman Horan thanked Trustees Frampton and Shields on their work to date.

Chairman Horan yielded the floor to President Wollman for the last word. President Wollman reminded Council members of the upcoming Study Session to be held on Friday, December 13; Winter Undergraduate and Graduate Commencement ceremonies will be held the following day, Saturday, December 14. At the 10 a.m. Undergraduate Commencement, honorary doctorate degree recipient and alum Mari K. Eder will serve as the speaker. She is a particularly impressive alum who has served this country as a leader in the military and is also recognized as a leader in talking and writing about leadership. Major General Eder is a prolific author and is excited to be speaking to our students at the Undergraduate ceremony. The 2 p.m. Graduate commencement follows with the Student Address to be delivered by Danielle Woods.

The Chair thanked President Wollman for her comments. Hearing no other business to come before the Edinboro University Council of Trustees, Chairman Horan entertained a non-debatable motion for its adjournment. **It was voted**, on motion of Trustee Shields, seconded by Trustee Pape to adjourn the meeting. He thanked those Council members who participated in the meeting via conference call. The public quarterly meeting of the Edinboro University Council of Trustees adjourned at 2:48 p.m.

Respectfully submitted,



Sherri A. Galvin
Assistant to the President and Recording Secretary