

MINUTES
Edinboro University of Pennsylvania Council of Trustees
Quarterly Business Meeting
Friday, May 11, 2018 – Approved July 24, 2018

The Quarterly Business Meeting of the Council of Trustees of Edinboro University (COT) was held on Friday, May 11, 2018 at Edinboro University. This meeting was called to order at 2:00 p.m. by Dennis Frampton - Chair of the Edinboro University Council of Trustees.

This meeting followed a Study Session which was open to the public and an Executive Session during which personnel items were discussed.

Recording of Attendance for the Business Meeting

Trustees present: Trustee Anderton, Trustee Chaffee, Trustee Higham, Trustee Kennedy, Trustee Pape, Trustee Pirrello, Trustee Lowther, and Chair Frampton. Trustee Wachter had to depart the meetings at 2:00 p.m. and Trustee Shields was unable to attend today's sessions.

The following members of the Edinboro University (EU) Administration were in attendance:

Dr. Michael Hannan, Interim President

Dr. Allan Golden, Interim Vice President for Finance and Administration

Dr. William Edmonds, Vice President for Enrollment Management

Ms. Marilyn Goellner, Vice President for Advancement

Ms. Angela Burrows, Assistant Vice President for Marketing and Communications

At the start of the quarterly business meeting, Chair Frampton announced that the proceedings of the Edinboro University Council of Trustees are recorded, therefore, public disclosure to those in attendance via verbal announcement and written public notice avoids any violation of the Pennsylvania Wire Tapping Act. Chair Frampton also announced that the Council of Trustees met in executive session at 11:00 a.m. to discuss personnel issues. He also announced that they had an executive session on March 23, 2018 to discuss personnel issues.

Chair Frampton moved to the first order of business – Public Comment and invited comments from the public in attendance. Hearing no request from members of the public, Chair Frampton moved to the next item of business.

The COT recognized outgoing Student Trustee Savannah Anderton. Trustee Chaffee read a resolution honoring Trustee Anderton's contributions.

Chair Frampton then moved to approval of the Minutes from the Quarterly Business Meeting held on February 13, 2018. There were no questions and/or corrections to the minutes as presented and a motion was made from Trustee Kennedy, seconded by Trustee Anderton to accept the Minutes as presented from the Quarterly Business Meeting held on February 13, 2018.

The motion carried with unanimous approval.

Chair Frampton then moved to New Business and the following reports:

President Report:

- Interim President Hannan discussed that the campus is focused on a positive future and that he is glad to serve in the Interim role for the time necessary to find the next President.
- At this time the plan is to continue to stay the path as originally established by the former President.
- Focus for the coming year will be on Recruitment and Retention.

At the end of the report, Chair Frampton announced that he has not been given a timeline from the Chancellor regarding the Presidential Search.

Academic and Student Affairs Report:

- Provost Hannan announced that he will be in this role until May 14 when Dr. James Fisher will begin as Interim Provost.
- Dr. Hannan highlighted a few program and activity highlights in each area.

Finance and Administration Report:

- Interim VP Golden announced that Karen Murdzak has been appointed as permanent Executive Director of Information Technology Services and Ashley Spears as Interim Director of Facilities Management and Planning.
- He expressed his appreciation for the opportunity to serve as Edinboro University's Interim VP of Finance and Administration. His last day will be May 15, 2018.
- Interim VP Golden presented two Action Items: Contracts and Purchases, and Proposed 2018-19 Housing, Board and other Fee increases. Interim VP Golden responded to a question by Trustee Chaffee regarding the purchase of tickets from the NCAA for the D1 Wrestling Championships.

A motion was made by Trustee Higham to approve the **Contracts and Purchases for January, February and March 2018** and seconded by Trustee Pape. **All were in favor and the motion carried unanimously.**

A motion was then made by Trustee Pape to approve the **fees as presented but asked that a comprehensive review and report on housing be prepared for the Council of Trustees for the September meeting.** The motion was seconded by Trustee Lowther. Discussion followed and then Chair Frampton asked for a vote. **Motion carried.**

Enrollment Management Report:

- VP Edmonds shared a number of highlights from the Learning Commons Initiatives that included approval of more Trade Adjustment Assistance (TAA) programs than any other

training program in Pennsylvania and increased numbers of participants in study abroad opportunities.

- Admissions worked with the Provost, Deans, and Faculty to identify departmental recruitment liaisons to assist with recruitment and yield. An Admission and Recruitment Council was also established.
- A student concierge program was piloted in the financial aid office and based on the results of the pilot program this program will be rolled out full time in the fall.

University Advancement Report:

- VP Goellner announced that at this time \$2.4 million has been raised for the year with a \$3 million goal.
- The focus for 2018-19 will be on Recruitment and Retention with scholarships the main priority.
- The Director of Alumni Engagement position has been accepted by Ms. Amanda Sisson.
- Mr. Bruce Baumgartner will be the Assistant VP for Advancement as of May 14, 2018.
- The Pre-planning stage for the Comprehensive Campaign was explained.

Interim President Hannan noted that Ms. Goellner has been promoted to Vice President for Advancement.

Marketing and Communications Report:

- AVP Burrows advised that student recruitment is the priority.
- This Fall our new brand line and messaging will be unveiled.
- EU landing pages are live and a link to these pages will be provided.
- The Media Relations message going forward is focusing on solid leadership and continued progress along our Path Forward.

Chair Frampton then highlighted the recent PACT Conference; Trustee Higham briefly related details of the recent Alumni Board and USI meetings. Chair Frampton mentioned that the Foundation Board has a new chair, Chuck Scalise, and they are looking for new board members.

The next Council of Trustees meeting will be July 24, 2018. With no further business, Trustee Pirrello moved to adjourn and Trustee Chaffee seconded the motion, which **was approved unanimously**. The Business meeting adjourned at 3:00 p.m.

Respectfully submitted,

Kerri Watson, Interim Executive Assistant to the President