

and the Executive Committee. The President shall execute in the name of the Corporation, deeds, mortgages, bonds, contracts, and other instruments authorized by the Board, except in cases where the execution thereof shall be expressly delegated by the Board to some other officer or agent of the Corporation. In general, the President shall perform all duties incident to the office of President and such other duties as may be assigned by the Board.

**Section 9.7. The Vice President.**

In the absence or disability of the President or when so directed by the President, the Vice President may perform all the duties of the President, and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice President shall perform such other duties as may be assigned by the Board or the President.

**Section 9.8. Secretary.**

The Secretary shall record all votes of the Board and the minutes of the meetings of the Board in a book or books to be kept for that purpose. The Secretary shall see that required notices of meetings of the Board are given and that all records and reports are properly kept and filed by the Corporation. The Secretary shall be the custodian of the seal of the Corporation and shall see that it is affixed to all documents to be executed on behalf of the Corporation under its seal. In general, the Secretary shall perform all duties incident to the office of Secretary and such other duties as may be assigned by the Board or the President.

**Section 9.9. Assistant Secretaries.**

In the absence or disability of the Secretary or when so directed by the Secretary, any Assistant Secretary may perform all the duties of the Secretary, and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Secretary. Each Assistant Secretary shall perform such other duties as may be assigned by the Board, the President, or the Secretary.

**Section 9.10. The Treasurer.**

The Treasurer shall be responsible for corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Corporation. The Treasurer shall have full authority to receive and give receipts for all money due and payable to the Corporation, and to endorse checks, drafts, and warrants in its name and on its behalf and to give full discharge for the same. The Treasurer shall deposit all funds of the Corporation, except such as may be required for current use, in such banks or other places of deposit as the Board may designate. In general, the Treasurer shall perform all duties incident to the office of Treasurer and such other duties as may be assigned by the Board or the President.

**Section 9.11. Assistant Treasurer.**

In the absence of the Treasurer or when so directed by the Treasurer, any Assistant Treasurer as appointed by the University may perform all the duties of the Treasurer, and when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Treasurer. Each Assistant Treasurer shall perform such other duties as may be assigned by the Board, the President, or the Treasurer.

**Section 9.12. Executive Director.**

The Executive Director of the Corporation shall be the Associate Vice President for Advancement at West Chester University of Pennsylvania. The Executive Director shall be responsible for the day-to-day management of the Corporation, including preparation of business contracts, organization of meetings, preparation of reports and agendas, and any other duties assigned by the President or the Board. The Executive Director shall implement the Board's policies and advise the Board on issues affecting the Corporation. The Executive Director shall consult with the Committees of the Board as to the matters for which such Committees have responsibility.

**ARTICLE 10 – NOTICE**

**Section 10.1. Notice of Meetings of Trustees.**

Written notice of every regular meeting of the Board, stating the time, place and purpose of the meeting, shall be given by, or at the direction of, the Secretary to each member of the Board, at least ten (10) days prior to the day named for the meeting, unless a greater period of notice is required. If the Secretary shall neglect or refuse to give notice of the meeting, the person or persons calling the meeting may do so. In the case of a special meeting, the notice shall specify the general nature of the business to be transacted and shall be given at least three (3) business days prior thereto. The Board may provide for additional notice by publication or otherwise should it be deemed advisable.

**Section 10.2. Written Notice.**

Whenever written notice is required to be given to any person, it may be given to the person, either personally or by sending a copy by first class or express mail (postage prepaid), or by telegram (with messenger service specified), or electronic mail, telex, or TWX (with answer back received), or courier service (charges prepaid), or by facsimile transmission, to his or her address (or to his or her telex, electronic mail, TWX, or facsimile number) appearing on the books of the Corporation or, in the case of Trustees, supplied by him or her to the Corporation for the purpose of notice. If the notice is sent by mail, telegraph, or courier service, it shall be deemed to have been given when deposited in the United States mail or with a telegraph office or courier service for delivery to that person or, in the case of electronic mail, telex, or TWX, when dispatched or, in the case of facsimile, when receipt has been confirmed. A notice of meeting shall

**Section 13.8. Duration and Extent of Coverage.**

The indemnification and advancement of expenses provided by or granted pursuant to this Article shall, unless otherwise provided when authorized or ratified, continue as to a person who has ceased to be a representative of the Corporation and shall inure to the benefit of the heirs and personal representatives of that person.

**Section 13.9. Reliance and Modification.**

Each person who shall act as a representative of the Corporation shall be deemed to be doing so in reliance upon the rights provided by this Article. The duties of the Corporation to indemnify and to advance expenses to a representative provided in this Article shall be in the nature of a contract between the Corporation and the representative. No amendment or repeal of any provision of this Article shall alter, to the detriment of the representative, his or her right to the advance of expenses or indemnification related to a claim based on an act or failure to act which took place prior to such amendment or repeal.

**ARTICLE 14 – ANNUAL REPORT**

**Section 14.1. Annual Report.**

The President and Treasurer shall present the Board at its annual meeting a report, verified by the President and Treasurer or by a majority of the Board, showing in appropriate detail the following:

- (a) the assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year immediately preceding the date of the report;
- (b) the principal changes in assets and liabilities, including the trust funds, during the year immediately preceding the date of the report;
- (c) the revenue or receipts of the Corporation, both unrestricted and restricted to particular purposes, for the year immediately preceding the date of the report, including separate data with respect to each trust fund held by or for the Corporation; and
- (d) the expenses or disbursements of the Corporation, for both general and restricted purposes, during the year immediately preceding the date of the report, including separate data with respect to each trust fund held by or for the Corporation.

The annual report of the Board shall be filed with the minutes of the annual meetings of the Board.

## ARTICLE 15 – TRANSACTION OF BUSINESS

### Section 15.1. Real Property.

The Corporation shall make no purchase of real property nor sell, mortgage, lease away or otherwise dispose of its real property, unless authorized by a vote of the majority of the Board. If the real property is subject to a trust, the conveyance away shall be free of trust and the trust shall be impinged upon the proceeds of such conveyance.

### Section 15.2. Negotiable Instruments.

All checks or demands for money and notes of the Corporation shall be signed by the Treasurer. In the absence of the Treasurer, such instruments shall be signed by an Assistant Treasurer appointed by the President of the University.

### Section 15.3. Contracts.

The Board may authorize any officer or officers, agent or agents of the Corporation, in addition to the offices so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances.

### Section 15.4. Checks and Drafts, Etc.

All checks, drafts, or orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the Corporation shall be signed by the Treasurer. In the absence of the Treasurer, such instruments shall be signed by an Assistant Treasurer appointed by the President of the University.

### Section 15.5. Deposits.

All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board may select.

### Section 15.6. Gifts.

The Board may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Corporation.

### Section 15.7. Voting Securities.

All securities owned by the Corporation and having voting power in any other corporation shall be voted by the President or Vice President, unless the Board

designates such other officer to vote any such securities. Any person authorized to vote a security shall have power to appoint proxies, with general power of substitution.

## **ARTICLE 16 – CORPORATE RECORDS AND CALENDAR**

### **Section 16.1. Corporate Records.**

The Corporation shall keep (a) an original or duplicate record of the proceedings of the Board, (b) the original or a copy of its Bylaws, including all amendments thereto to date, certified by the Secretary of the Corporation, and (c) appropriate, complete, and accurate books or records of account, at its registered office or at its principal place of business.

### **Section 16.2. Accounting Records.**

The Corporation shall also keep appropriate, complete, and accurate books or records of account. The records provided for herein shall be kept at its principal place of business in the Commonwealth of Pennsylvania, or at its principal place of business, wherever situated.

### **Section 16.3. Independent Auditor - Annual Report.**

The independent auditor appointed by the Board of Trustees shall annually prepare for the Corporation an Annual Report, verified by the Chairman and Treasurer or by a majority of the Trustees, showing in appropriate detail the following, as of the end of the fiscal year preceding the date of the report:

#### **Section 16.3(a).**

The assets and liabilities, including the trust funds, of the Corporation;

#### **Section 16.3(b).**

The principal changes in assets and liabilities, including trust funds, during the year;

#### **Section 16.3(c).**

The revenue or receipts of the Corporation, both unrestricted and restricted to particular purposes, including separate data with respect to each trust fund held by or for the Corporation;

#### **Section 16.3(d).**

The expenses or disbursements of the Corporation, for both general and restricted purposes, including separate data with respect to each trust fund held by or for the Foundation;

**Section 16.3(e).**

A list of projects and/or organizations to or for which funds were used or distributed for charitable purposes, and such additional reports or information as may be ordered from time to time by the Board.

**Section 16.4. Independent Auditor - Financial Reports.**

The auditor shall also prepare such financial data as may be necessary for returns or reports required by state or federal governments to be filed by the Corporation. The auditor's charges and expenses shall be proper expenses and shall be competitive with industry standards. Copies of all audits, statements, reports, and data delivered by the auditor to the Board shall be made available or furnished to each Board member.

**Section 16.5. Annual Financial Report.**

The Board shall at least annually make such distribution of a written report of its financial condition, activities, and distributions to the representative persons and organizations which will, in the opinion of the Board, reasonably inform, the interested public of the operations of the Corporation. The Corporation shall advertise annually the availability of its Annual Financial Report.

**Section 16.6. Fiscal Year.**

The fiscal year of the Corporation shall be the same as that of West Chester University of Pennsylvania; July 1 through June 30 of each year.

**ARTICLE 17 – AMENDMENTS****Section 17.1. Amendments.**

The Bylaws of the Corporation may be amended by a vote of two-thirds of the Trustees present at any regular or special meeting of the Board at which a quorum is present, provided the proposed amendment is set forth in the notice of the meeting and such notice is given at least five (5) days prior to the meeting at which such action is to be taken.

Adopted by the Board of Trustees on October 2, 2001.

FUND FOR WEST CHESTER UNIVERSITY OF PENNSYLVANIA

BOARD OF TRUSTEES 2001-02

**Mr. Christopher Franklin '87,**  
**President**  
Vice President, Corporate & Public  
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Office: 610-645-1081  
e-mail: [franklinc@suburbanwater.com](mailto:franklinc@suburbanwater.com)

**Mrs. Gail Mackler-Carlino '77, Vice**  
**President**  
Senior Vice President-Investments  
Janney Montgomery Scott  
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P. O. Box 357  
Linwood, NJ 08221  
Office: 609-927-8811

**Mr. Thomas A. Fillippo '69, Council**  
**of Trustees Representative**  
**President**  
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e-mail: [tomf@devaultfoods.com](mailto:tomf@devaultfoods.com)

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**Treasurer**  
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**Director**  
Associate Vice President for  
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FUND FOR WEST CHESTER UNIVERSITY OF PENNSYLVANIA

BOARD OF TRUSTEES 2001-02

**Dr. Maury Hoberman**  
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e-mail: [mincarelli@mandtbank.com](mailto:mincarelli@mandtbank.com)

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**Dr. Carlos Ziegler**  
1109 South Washington Ridge  
West Chester, PA 19382-8050  
Home: 610-793-2762



# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)  
11/15/01

**PRODUCER**

**CBIZ Benefits & Insurance Svcs**  
645 Baltimore Annapolis Boulevard  
P.O. Box 959  
Severna Park, MD 21146-0959

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURERS AFFORDING COVERAGE**

**INSURED**

**Lukmire Grant, LLC**  
C/O Grant Architects  
10001 Derekwood Lane, Suite 125  
Lanham, MD 20706

**INSURER A: Security Insurance Co. of Hartford**

INSURER B:

INSURER C:

INSURER D:

INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE : \$ FIRE DAMAGE (Any one fire) : \$ MED EXP (Any one person) : \$ PERSONAL & ADV INJURY : \$ GENERAL AGGREGATE : \$ PRODUCTS - COMP/OP AGG : \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) : \$ BODILY INJURY (Per person) : \$ BODILY INJURY (Per accident) : \$ PROPERTY DAMAGE (Per accident) : \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT : \$ OTHER THAN AUTO ONLY: EA ACC : \$ AGG : \$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE : \$ AGGREGATE : \$ : \$ : \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>				WC STATU-TORY LIMITS : OTH-ER : E.L. EACH ACCIDENT : \$ E.L. DISEASE - EA EMPLOYEE : \$ E.L. DISEASE - POLICY LIMIT : \$
A	<b>OTHER Professional Liability Claims-Made Policy</b>	PL013139	03/01/99	03/01/02	\$1,000,000 Each Occurrence \$1,000,000 Aggregate 0 Deductible

NOV 2001  
West Chester University  
Univ. Advancement  
West Chester, PA

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

**CERTIFICATE HOLDER**

ADDITIONAL INSURED: INSURER LETTER:

**CANCELLATION**

The Fund for West Chester University  
10 Filano Hall, 628 South Hight Street, West Chester University  
West Chester, PA 19383

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.  
AUTHORIZED REPRESENTATIVE: *[Signature]*



Council of Trustees  
West Chester University  
West Chester, Pennsylvania 19383-1000

Council of Trustees  
Resolution  
2002-04


www.wcupa.edu

Proposed

RESOLUTION  
COUNCIL OF TRUSTEES  
WEST CHESTER UNIVERSITY OF PENNSYLVANIA  
JANUARY 17, 2002  
**1160 McDERMOTT DRIVE PROPERTY PURCHASE**


BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES THE PURCHASE OF THE PROPERTY KNOWN AS 1160 McDERMOTT DRIVE BY THE UNIVERSITY. SUCH PURCHASE SHALL BE IN ACCORDANCE WITH THE REGULATIONS OF THE COMMONWEALTH OF PENNSYLVANIA.

RECOMMENDED FOR ACTION BY THE COUNCIL OF TRUSTEES

  
\_\_\_\_\_  
Linda L. Lamwers, Acting President

1/7/02  
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES AND RECOMMENDED TO THE BOARD OF GOVERNORS OF THE STATE SYSTEM OF HIGHER EDUCATION

  
\_\_\_\_\_  
Laurence Harmelin, Chairperson  
Council of Trustees

1/17/02  
Date

## OFF-CAMPUS SCHOOL OF BUSINESS AND PUBLIC AFFAIRS CLASSROOM FACILITY

The School of Business and Public Affairs (SBPA) has recently completed a strategic plan which concluded that they can best serve graduate program needs of the region if their offerings were located with visibility and easy access to Route 202 and/or the Route 30 bypass and tied to a high-quality fiber network. Upon completion of the plan, contacts were made with several realtors and developers to determine availability of property to meet these requirements. Available properties were identified and each was investigated. One of the properties was found to best meet the School's objectives: a property developed and owned by John Drury near Boot Road and Route 202 with ideal visibility, well-developed surroundings, generous parking accommodations, fiber optic connectivity, and a suitable availability date. After evaluation of the available properties, the University has concluded that the Drury property is the most acceptable alternative for off-campus SBPA development. The property is available May 1, 2002.

The property comprises 5.733 acres of land, together with a three-story, steel-framed brick and glass facility with a total gross square footage of 47,730. The owner/developer is expecting to outfit the second and third floors under a lease agreement with the University for offices, computer classrooms, breakout rooms, conference facilities, and study spaces to accommodate the various graduate programs of the School of Business and Public Affairs. The University will continue to lease this property until the purchase can be completed. The building is currently finished on the first floor (about 15,000 gross square feet) for office accommodations and is leased to local companies. These leases will continue after the purchase with the proceeds accruing to the University.

Many of the School's graduate programs are currently housed in leased space in 211 Carter Drive. This lease is short term and will be terminated once the new facility is available for use. In order to expedite this purchase and the required finish work on the two floors that will be used by the SBPA (32,000 sq. ft), the University is proceeding with a lease agreement. At the same time this request is for authority to purchase the entire facility. The University has obtained an appraisal and is initiating other actions required for Council of Trustees and Board of Governors' approval to purchase. Negotiations for purchase are not yet complete. The appraised value of the property is \$7,200,000. The asking price is currently \$7,159,500. The State System has been informed of the details of this transaction and are supportive and prepared to present this request after it receives Trustees approval to the Board of Governors at the April 2002 meeting.

A briefing on the property and the advantages of ownership was presented to the Campus Development and Facilities Committee and the Finance and Budget Committee on November 15, 2001. In order to proceed, the Council of Trustees must approve the attached resolution.

Attachments: Property photo  
Proposed Resolution



APPRAISED PROPERTY



APPRAISED PROPERTY



Council of Trustees  
 West Chester University  
 West Chester, Pennsylvania 19383-1000

**Council of Trustees  
 Resolution  
 2002-05**

www.wcupa.edu

**Proposed**

RESOLUTION  
 COUNCIL OF TRUSTEES  
 WEST CHESTER UNIVERSITY OF PENNSYLVANIA  
 JANUARY 17, 2002

**EDUCATIONAL SERVICES FEE**

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES THE DISTRIBUTION OF THE ADDITIONAL REVENUE GENERATED FROM THE FY 01/02 TUITION INCREASE IN THE SAME PROPORTIONS AS PREVIOUSLY APPROVED. SPECIFICALLY, THE FEE WILL BE ALLOCATED AS FOLLOWS:

Category	Allocation
INSTRUCTIONAL EXPENSES TO PROMOTE EDUCATIONAL PROGRAMS	11.11%
LIBRARY BOOKS, PERIODICALS AND SIMILAR ELECTRONIC MEDIA	19.39%
ACADEMIC COMPUTING EXPENSES TO SERVE STUDENT NEEDS	9.72%
INFORMATION TECHNOLOGY	18.34%
GENERAL FUND	41.44%
	100.00%

RECOMMENDED FOR ACTION BY THE COUNCIL OF TRUSTEES

Linda L. Lamwers  
 Linda L. Lamwers, Acting President

1/7/02  
 Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES

Laurence Harmelin  
 Laurence Harmelin, Chairperson  
 Council of Trustees

1/17/02  
 Date

### **Allocation of Educational Services Fee**

Tuition increased to \$2,008 per semester for FY02 for full-time undergraduate students. This increase results in a \$11 per semester increase in the Educational Services Fee. West Chester University's policy states that the Educational Services Fee is calculated as 10% of the undergraduate full-time tuition rate. It has been projected that the fee increase will generate an estimated \$230,000 in additional revenue for FY02. The resulting increase in revenue must be allocated by the Council of Trustees.

It is proposed that this additional revenue be distributed in the same proportions as approved previously by the Council of Trustees.



Council of Trustees  
West Chester University  
West Chester, Pennsylvania 19383-1000

Council of Trustees  
Resolution  
2002-06


www.wcupa.edu

Proposed

RESOLUTION  
COUNCIL OF TRUSTEES  
WEST CHESTER UNIVERSITY OF PENNSYLVANIA  
JANUARY 17, 2002  
**PURCHASE ORDERS AND CONTRACTS**

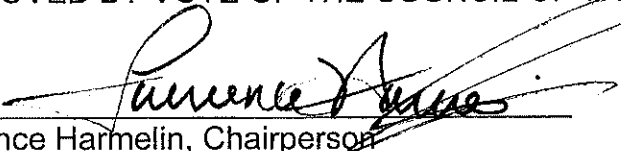
BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES THE LIST OF PURCHASE ORDERS AND CONTRACTS IN EXCESS OF \$ 5,000 EXECUTED DURING NOVEMBER AND DECEMBER 2001 FOR THE PURCHASE OF EQUIPMENT, SERVICES AND SUPPLIES.

RECOMMENDED FOR ACTION BY THE COUNCIL OF TRUSTEES

  
\_\_\_\_\_  
Linda L. Lamwers, Acting President

1/7/02  
\_\_\_\_\_  
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES

  
\_\_\_\_\_  
Laurence Harmelin, Chairperson  
Council of Trustees

1/17/02  
\_\_\_\_\_  
Date

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
Facilities Division	<i>The Protection Bureau</i> Furnish and install an integral technologies recorder/surveillance unit in room 110 of Sturzebecker Health Science Center SAF75111	\$ 20,680.14
	<i>Chester County Glass, Inc.</i> Furnish and install entrance doors and exit doors for the new Fiscal Affairs offices located at 201 Carter Drive 6301370010	\$ 5,400.00
Information Services	<i>IBM Corporation</i> Computers (52 ea.) for scheduled campus-wide computer upgrade 19644	\$ 58,392.88
	<i>Bruce A. Hutchison</i> Consultant services for analysis of telecommunications equipment and services, management software and wireless technologies 19807	\$ 6,000.00
	<i>AmeriTrain</i> Windows 2000 training course, 2 week session includes all books and tutoring 19159	\$ 5,950.00
Library	<i>Proquest Information and Learning Co.</i> Subscription renewal for newspapers on microfilm from: 1/01/02 to 12/31/02 19759	\$ 19,515.00
Physical Plant	<i>Sinton Air Conditioning &amp; Heating, Inc.</i> Maintenance contract for Oil and Gas burners at various campus locations from: 10/01/01 to 6/30/02 17700	\$ 5,175.00
Public Relations	<i>Philadelphia Newspapers, Inc.</i> Advertisement of the Education Guide in the Philadelphia Inquirer on November 4, 2001 and Daily News on November 6, 2001 19627	\$ 7,950.00
School of Education	<i>Xerox Corporation</i> Lease purchase of a Xerox DC480 digital copier located in Recitation Hall from: 11/01/01 to 6/30/02 19743	\$ 6,342.80
School of Music	<i>Apple Computer, Inc.</i> Computers (8ea.) and related hardware/software for classroom use and research 19658	\$ 15,262.00



<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
Facilities Division	<i>Furlow Associates, Inc.</i> Engineering services to provide design and specifications for an emergency generator in the Peoples Building 6301150024	\$ 10,444.70
	<i>Burns Engineering, Inc.</i> Additional architectural, mechanical and electrical design services for a nursing room in Sturzebecker Health Science Center 630138001	\$ 8,365.00
	<i>Palmer, Inc.</i> Waterproofing services on a time and material basis for the Student Union Building 6260000001	\$ 9,500.00
	<i>Jenkins Abstract Company</i> Balance due at settlement for the purchase of 823 S. High Street, West Chester, Pa pursuant to Sales Agreement dated July 31, 2001 3200015A	\$ 247,700.00
	<i>Penna. Industries for the Blind &amp; Handicapped</i> Furnish and install carpet and cove base in new office area at 201 Carter Drive 6301370013	\$ 34,208.07
	<i>Noble Roofing &amp; Sheet Metal, Inc.</i> Change Order No. 1 for additional work needed on the Tyson Residence Hall roof replacement project 62-0060	\$ 7,978.70
	<i>Construction and Design</i> Rental of suites E & M at 211 Cater Drive for the Business Technology Center from: January 1, 2002 to March 30, 2002 DA01005BTC	\$ 16,400.04
	<i>Powerhouse Equipment and Engineering Co.</i> Lease/Purchase of a 20,000lb/hr boiler including erection crane and connection of boiler 3240PTL201	\$ 141,000.00
	<i>Cagley, Harman &amp; Associates, Inc.</i> Parking consulting services to develop a variance request and a land development application for the new School of Music and Performing Arts building 32000154	\$ 10,000.00

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
School of Education	<i>Metiri Group</i> Consulting services for year 1 of a 3 year federal grant entitled "Preparing Tomorrow's Teacher to use Technology" 19910	\$ 45,000.00
Student Health Center	<i>Pharmedix</i> Pre packaged medicine for University students 20254	\$ 5,792.02
	<i>Media Highway</i> Renewal of Pyra med software support and enhancement service agreement from: 11/11/01 to 11/10/02 20234	\$ 6,750.00
	<i>Chester County Hospital</i> Laboratory services for University students from: 12/01/01 to 6/30/01 20771	\$ 9,500.00



Council of Trustees  
West Chester University  
West Chester, Pennsylvania 19383-1000

Council of Trustees  
Resolution  
2002-07

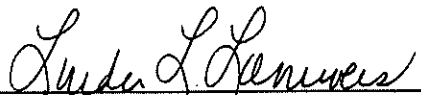
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PROPOSED

RESOLUTION  
COUNCIL OF TRUSTEES  
MARCH 14, 2002  
ENDORSEMENT OF THE NOMINATION OF  
CHARLES E. SWOPE  
FOR THE  
EBERLY PHILANTHROPY AWARD  
AND  
ALVY AND ADELYENE KELLY  
FOR THE  
EBERLY VOLUNTEERISM AWARD  
SPONSORED BY  
THE PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION


BE IT RESOLVED that the Council of Trustees of West Chester University of Pennsylvania hereby endorses the nomination of Charles E. Swope for the Philanthropy Award and Alvy and Adelyene Kelly for the Volunteerism Award.

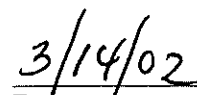
APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES

  
\_\_\_\_\_  
Linda L. Lamwers, Acting President

  
\_\_\_\_\_  
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES

  
\_\_\_\_\_  
Laurence Harmelin, Chairperson  
Council of Trustees

  
\_\_\_\_\_  
Date



Proposed

RESOLUTION

COUNCIL OF TRUSTEES

WEST CHESTER UNIVERSITY OF PENNSYLVANIA

MARCH 14, 2002

**2002-03 FOOD SERVICE FEES**

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES THE FOLLOWING FEES BE ESTABLISHED EFFECTIVE THE FALL SEMESTER 2002:

\$904 PER SEMESTER (19 MEAL PLAN)

\$842 PER SEMESTER (14 MEAL PLAN)

\$772 PER SEMESTER (10 MEAL PLAN)

\$573 PER SEMESTER (5 MEAL PLAN)

THESE FEES HAVE BEEN DETERMINED IN ACCORDANCE WITH THE STATE SYSTEM OF HIGHER EDUCATION POLICY REQUIRING SELF SUFFICIENCY OF AUXILIARY ENTERPRISES.

APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES

  
Linda L. Lamwers, Acting President

March 14, 2002  
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES

  
Laurence Harmelin, Chairperson  
Council of Trustees

March 14, 2002  
Date



Council of Trustees  
West Chester University  
West Chester, Pennsylvania 19383-1000

Council of Trustees  
Resolution  
2002-09

[www.wcupa.edu](http://www.wcupa.edu)

Proposed

RESOLUTION  
COUNCIL OF TRUSTEES  
WEST CHESTER UNIVERSITY OF PENNSYLVANIA

MARCH 14, 2002

**2002-03 RESIDENCE HALL FEES**


BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES THE FOLLOWING FEES BE ESTABLISHED EFFECTIVE THE FALL SEMESTER 2002:

NORTH CAMPUS - \$1,731 PER SEMESTER (DOUBLE OCCUPANCY)

SOUTH CAMPUS - \$2,007 PER SEMESTER (DOUBLE OCCUPANCY)

THESE RATES HAVE BEEN DETERMINED IN ACCORDANCE WITH THE STATE SYSTEM OF HIGHER EDUCATION POLICY REQUIRING SELF SUFFICIENCY OF AUXILIARY ENTERPRISES.

APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES

  
\_\_\_\_\_  
Linda L. Lamwers, Acting President

March 14, 2002  
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES

  
\_\_\_\_\_  
Laurence Harmelin, Chairperson  
Council of Trustees

March 14, 2002  
Date



Council of Trustees  
West Chester University  
West Chester, Pennsylvania 19383-1000

Council of Trustees  
Resolution  
2002-10

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Proposed

RESOLUTION  
COUNCIL OF TRUSTEES  
WEST CHESTER UNIVERSITY OF PENNSYLVANIA

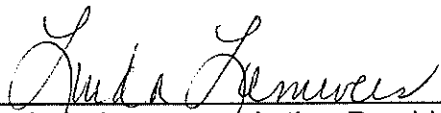
MARCH 14, 2002

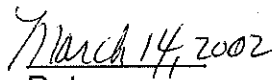
**SYKES STUDENT UNION FEE**

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES AN INCREASE OF \$4 PER SEMESTER TO THE SYKES STUDENT UNION FEE. THE NEW FEE OF \$55 IS APPLICABLE TO BOTH UNDERGRADUATE AND GRADUATE STUDENTS EFFECTIVE FALL 2002.

THIS FEE HAS BEEN DETERMINED IN ACCORDANCE WITH THE STATE SYSTEM OF HIGHER EDUCATION POLICY REQUIRING SELF SUFFICIENCY OF AUXILIARY ENTERPRISES.

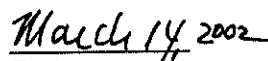
APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES

  
\_\_\_\_\_  
Linda L. Lamwers, Acting President

  
\_\_\_\_\_  
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES

  
\_\_\_\_\_  
Laurence Harmelin, Chairperson  
Council of Trustees

  
\_\_\_\_\_  
Date



Council of Trustees  
West Chester University  
West Chester, Pennsylvania 19383-1000

Council of Trustees  
Resolution  
2002-11


www.wcupa.edu

Proposed

RESOLUTION  
COUNCIL OF TRUSTEES  
WEST CHESTER UNIVERSITY OF PENNSYLVANIA  
MARCH 14, 2002  
HEALTH CENTER FEE


BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES AN INCREASE OF \$3 PER SEMESTER TO THE HEALTH CENTER FEE. THE NEW FEE OF \$53 IS APPLICABLE TO BOTH UNDERGRADUATE AND GRADUATE STUDENTS EFFECTIVE FALL 2002.

APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES

  
\_\_\_\_\_  
Linda L. Lamwers, Acting President

March 14, 2002  
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES

  
\_\_\_\_\_  
Laurence Harmelin, Chairperson  
Council of Trustees

March 14, 2002  
Date

## **West Chester University FY03 Rate Proposals**

The University faced many challenges in developing the rate proposals for FY03. Funding for the ongoing LAN upgrade and sprinkler mandate as well as routine operating cost increases continue to impact the projected budgets for the Residence Halls and other student-related operations including Food Service, Sykes Union and the Student Health Center. The directors and managers in the Admin/Fiscal Affairs and Student Affairs divisions continue to be sensitive to the financial needs of our students and work diligently to contain costs while maintaining and improving the level of service to the student community. It should be noted that the proposed fees for FY03 include the addition of the Weekend Program and Events funding in the Sykes Union budget, basic cable service for all residence hall living areas, and implementation of the Campus Card Program.

The FY03 proposed rates have been reviewed and approved by all University constituencies including ABC (Administrative Budget Committee), UBC (University Budget Committee), President's Council, SGA (Student Government Association) and the President's Breakfast Group, which includes student leaders from across the campus. It is generally believed that the rate increases as presented are in keeping with the University's philosophy of minimizing the impact to students.

Increases in FY03 tuition rates are not available at this time. Because of the uncertain budget outlook, the University is reluctant to project any increase in tuition and the educational services fee. Although a tuition increase is anticipated for FY03, the actual rate is beyond the University's control and will be determined at a later time by the SSHE Board of Governors. The Council of Trustees will be advised of the FY03 tuition rates and educational services fee once the Board of Governors has made this decision.

All proposed budgets and corresponding rates include salary increases as mandated by collective bargaining agreements and fringe benefit rate assumptions as supplied by the System office. Once again, these increases are beyond the direct control of the University as they are negotiated centrally by either the Commonwealth or the State System of Higher Education.

The SSI rate, which is also externally determined, is currently under discussion by the SSI (Student Services Incorporated) Board. No decision has been reached at this time; however, this information will be made available if and when a rate increase is approved by the SSI Board.



**Overview: Projected increase of \$158/semester or 6% overall increase in Mandatory Fees (excluding tuition and educational services fee)**

- \$158 increase (or 6%) for combined Room, Board, Sykes Union, Health Center and Parking Improvement fees
- Includes contractual salary increases of 3.5-4% and benefit rate increases of approximately 10% (depending upon bargaining unit)
- Continued installation of LAN upgrade and sprinkler system in the Residence Halls
- Slight increases for utilities and a 22% increase in water rate as determined by Philadelphia Suburban Water Company
- Continued contribution to Information Services Five-Year Plan to update infrastructure and incorporation of new technology

**Health Center: \$53/semester (increase of \$3/semester or 6%)**

- Fee has not increased in four years
- Increased costs associated with increased student usage including:
  - Waste disposal, copier rental, fire safety services, postage, printing, supplies, and prescriptions
  - Staff development costs as mandated by Pennsylvania Nurses Association contract
  - Increase in number of educational outreach programs
- Reserves will also be used to offset increase in expenditures in excess of revenue in FY03 to minimize impact to students

**Sykes Student Union: \$55/semester (increase of \$4/semester or 7.8%)**

- Continues assumption of \$150,000 payment for E&G use of Sykes
- Addition of Weekend Program and Events operating support
- Includes new, permanent nine-month clerical position in support of the Off-Campus Life Program

**Sykes Student Union Expansion Fee: \$60/semester**

- No increase requested

**Residence Halls: \$1,731/semester North, \$2,007/semester South (increase of**

**\$121/semester North, \$140/semester South or 7.5%)**

- \$65/semester to fund LAN upgrade (\$40/semester increase from FY02)
- \$23/semester to fund Sprinkler System installation (\$5/semester increase from FY02)
- \$30/semester to cover the addition of Basic Cable Service
- Projected revenue reflects conversion of third floor of Wayne Hall from offices to student living area
- Increase in Residence Life operating budget to enhance programming in the residence halls and campus wide

- Increase in Fire Safety budget associated with increased cost for third-party inspection services and maintenance and repair costs
- Conversion of three nine-month RD positions to twelve-month positions
- Increased salary costs resulting from review and revision of starting salaries for Police Officer 1 positions (to reduce employee turnover and be more competitive with local municipalities)

**Food Service: \$842/semester – 14-meal plan (increase of \$18/semester or 2.2% -- 14-meal plan)**

- Covers contractual increase in Food Service Cost based on annual CPI
- Includes fees associated with implementation of the Campus Card Program

**Orientation/New Student Program Fee: \$105/semester – first-year students only**

- No increase requested
- In lieu of a fee increase to students, the University provided \$15,000 in base operating funding in FY02 to support a First Year Student Program

**Parking Improvement Fee: \$24/semester (increase of \$12/ssemester or 100%)**

- Second year of three-year phased in fee to improve campus parking (approved Student Referendum April 2001 and by Council of Trustees May 17, 2001)

**SSI: \$80/semester**

- Fee increase not determined at this time

FY 2002-03 Recommended Fees Fee	FY03 Rate	FY03 Increase		FY02 Rate	FY02 Increase		FY 01 Rate	FY 01 Increase		FY 00	
		Cost	Percent		Cost	Percent		Cost	Percent	Rate	Percent
<b>Mandatory Fees (per semester)</b>											
Tuition	\$ 2,008			\$ 2,008	\$ 112	5.9%	\$ 1,896	\$ 87	4.8%	\$ 1,809	4.3%
Educational Services	201			201	11	5.8%	190	9	5.0%	181	4.6%
Sykes Student Union	55	4	7.8%	51	2	4.1%	49	3	6.5%	46	9.5%
Student Union Expansion	60			60			60	5	9.1%	55	
SSI	80			80	10	14.3%	70			70	
Health Center	53	3	6.0%	50			50			50	
Parking Improvement Fee	24	12	100.0%	12	12		-				
<b>Subtotal - Off-Campus</b>	<b>\$ 2,481</b>	<b>\$ 19</b>	<b>8.0%</b>	<b>\$ 2,462</b>	<b>\$ 147</b>	<b>6.3%</b>	<b>\$ 2,315</b>	<b>\$ 104</b>	<b>4.7%</b>	<b>\$ 2,211</b>	<b>4.1%</b>
Room (North Campus)	1,731	121	7.5%	1,610	85	5.6%	1,525	66	4.5%	1,459	2.0%
Food Service: 14-Meal Plan (weekly)	842	18	2.2%	824	24	3.0%	800			800	
5-Meal Plan (weekly)	573	12	2.2%	561	16	3.0%	545				
10-Meal Plan (weekly)	772	16	2.2%	756	22	3.0%	734				
19-Meal Plan (weekly)	904	19	2.2%	885	26	3.0%	859				
50-Block Plan	524	11	2.2%	513	15	3.0%	498				
175-Block Plan	804	17	2.2%	787	23	3.0%	764				
<b>Total - On-Campus (w/14-Meal Plan)</b>	<b>\$ 5,054</b>	<b>\$ 158</b>	<b>6.0%*</b>	<b>\$ 4,896</b>	<b>\$ 256</b>	<b>5.5%</b>	<b>\$ 4,640</b>	<b>\$ 170</b>	<b>3.8%</b>	<b>\$ 4,470</b>	<b>2.7%</b>
<b>Miscellaneous Fees (per event)</b>											
Undergraduate Application Fee	\$ 30			\$ 30			\$ 30			\$ 30	20.0%
Graduate Application Fee	25			25			25			25	
Commencement	56			56			56			56	
Deferred Payment Plan	35			35			35			35	
Deferred Payment Plan Late Fee	25			25			25			25	
International Student Services	25			25			25			25	
Late Registration	35			35			35			35	
Music Instrument & Rental	20			20			20			20	
National Student Exchange	100			100			100			100	
Orientation	105			105	15	16.7%	90			90	
Parking Fines	10			10	5	100.0%	5			5	
Parking Permits	30			30			30	10	50.0%	20	
Transcript	5			5			5			5	

<b>FY 2002-03 Auxiliary Budget Proposal</b>	<b>FY 2001-02 Approved Budget</b>	<b>Adjustments</b>	<b>FY 2002-03 Projection</b>
<b>Student Health Center</b>			
<b>Revenue</b>			
<b>Rate</b>	<b>\$50</b>	<b>\$3</b>	<b>\$53</b>
Student Health Fee	950,000	92,245	1,042,245
Prescription Revenue	25,000	0	25,000
GYN Revenue	29,000	6,000	35,000
Immunizations	9,000	1,000	10,000
Interest Income	17,000	0	17,000
Transfer from Reserves	109,345	30,610	139,955
<b>Total Revenue</b>	<b>1,139,345</b>	<b>129,855</b>	<b>1,269,200</b>
<b>Expenditures</b>			
Health Center	1,115,345	129,855	1,245,200
Emergency Med Svc	24,000	0	24,000
<b>Total Expenditures</b>	<b>1,139,345</b>	<b>129,855</b>	<b>1,269,200</b>
<b>Surplus/(Shortfall)</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Sykes Student Union</b>			
<b>Rate</b>	<b>\$51</b>	<b>\$4</b>	<b>\$55</b>
Community Center Fee	803,116	88,573	891,689
Other Revenue	191,500	0	191,500
<b>Total Revenue</b>	<b>994,616</b>	<b>88,573</b>	<b>1,083,189</b>
<b>Expenditures</b>			
Sykes Administration	461,205	44,162	505,367
<b>Sykes Admin New Expense</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>
Sykes Custodial Service	225,762	12,861	238,623
Sykes Maintenance	69,207	7,242	76,449
Sykes Grounds	22,682	1,293	23,975
Sykes Utilities	215,760	8,015	223,775
<b>Total Expenditures</b>	<b>994,616</b>	<b>88,573</b>	<b>1,083,189</b>
<b>Surplus/(Shortfall)</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>FY 2002-03 Auxiliary Budget Proposal</b>	<b>FY 2001-02 Approved Budget</b>	<b>Adjustments</b>	<b>FY 2002-03 Projection</b>
<b>Residence Halls</b>			
<b>North Campus</b>			
<b>Rate</b>	<b>\$1,610</b>	<b>\$121</b>	<b>\$1,731</b>
Revenue	9,564,038	919,632	10,483,670
Residence Reserve	(1,036,000)	0	(1,036,000)
Damage Fee	(28,000)	0	(28,000)
<b>Net Revenue</b>	<b>8,500,038</b>	<b>919,632</b>	<b>9,419,670</b>
<b>South Campus</b>			
<b>Rate</b>	<b>\$1,867</b>	<b>\$140</b>	<b>\$2,007</b>
Revenue	1,833,854	176,345	2,010,199
Residence Reserve	(192,000)	0	(192,000)
Damage Fee	(5,000)	0	(5,000)
<b>Net Revenue</b>	<b>1,636,854</b>	<b>176,345</b>	<b>1,813,199</b>
Other Revenue	871,000	(82,000)	789,000
<b>Total Revenue</b>	<b>11,007,892</b>	<b>1,013,977</b>	<b>12,021,869</b>
<b>Expenditures</b>			
Residence Life	1,754,600	375,446	2,130,046
Residence Life Programs	15,000	6,000	21,000
Res Hall Debt Service	1,243,887	305,644	1,549,531
Res Hall Transfer (Plant)*	808,500	0	808,500
Res Hall Telephones	263,000	0	263,000
Res Hall Non-Allocated	668,000	0	668,000
Res Hall Bus Service	40,100	1,203	41,303
Res Hall Supply & Postal Svcs	129,575	8,040	137,615
Res Hall Custodial Services	1,992,391	117,361	2,109,752
Res Hall Grounds	176,742	7,077	183,819
Res Hall Utilities	1,588,263	76,609	1,664,872
Res Hall Maintenance	738,302	38,643	776,945
Res Hall Boiler Plant	401,523	(13,002)	388,521
Res Hall Fire Safety	83,273	18,038	101,311
Res Hall Public Safety	318,957	28,503	347,460
Res Hall Security	785,778	44,415	830,193
<b>Total Expenditures</b>	<b>11,007,892</b>	<b>1,013,977</b>	<b>12,021,869</b>
<b>Surplus/(Shortfall)</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>FY 2002-03 Auxiliary Budget Proposal</b>	<b>FY 2001-02 Approved Budget</b>	<b>Adjustments</b>	<b>FY 2002-03 Projection</b>
<b>Food Service</b>			
19-Meal Rate	\$885	\$19	\$904
14-Meal Rate	\$824	\$18	\$842
10-Meal Rate	\$756	\$16	\$772
5-Meal Rate	\$561	\$12	\$573
Food Sales	6,631,583	263,547	6,895,130
Interest Income	115,000	(3,000)	112,000
Commissions	310,000	0	310,000
<b>Total Revenue</b>	<b>7,056,583</b>	<b>260,547</b>	<b>7,317,130</b>
<b>Expenditures</b>			
Food Contract	5,700,000	173,280	5,873,280
Food-Related Expenses	781,200	30,000	811,200
Dining Hall Maintenance	151,034	2,415	153,449
Dining Hall Utilities	424,349	54,852	479,201
<b>Total Expenditures</b>	<b>7,056,583</b>	<b>260,547</b>	<b>7,317,130</b>
<b>Surplus/(Shortfall)</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*Includes Debt Service for South Campus, Lan Upgrade and Sprinkler Installation.

**PURCHASE ORDERS – APPROVAL LEVEL CHANGE**

The attached resolution was returned to the Finance and Budget Committee for further review as a result of the January 17, 2002 Council of Trustees meeting.