

**1998 COT Approved Resolutions
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West Chester University

**Council of Trustees
Resolution
1998-01**

Council of Trustees

West Chester,
Pennsylvania 19383

RESOLUTION

COUNCIL OF TRUSTEES

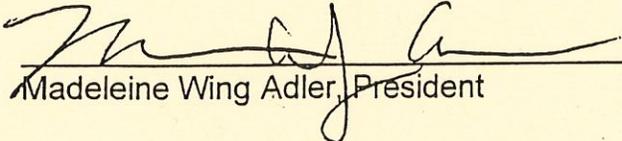
WEST CHESTER UNIVERSITY OF PENNSYLVANIA

JANUARY 20, 1998

**CHARLOTTE W. NEWCOMBE FOUNDATION
UNIVERSITY MATCHING COMMITMENT**

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES THAT THE ANNUAL MATCHING CONTRIBUTION OF UP TO \$5,000, REQUIRED IN ORDER TO RECEIVE THE CHARLOTTE W. NEWCOMBE CHALLENGE GRANT, BE MADE IN THE FORM OF A QUASI-ENDOWMENT FROM THE UNIVERSITY'S UNRESTRICTED GIFT FUNDS.

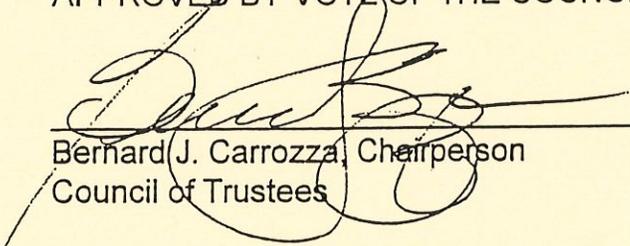
APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES



Madeleine Wing Adler, President

1/14/98
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES



Bernard J. Carrozza, Chairperson
Council of Trustees

1/20/98
Date

Charlotte W. Newcombe Foundation
University Matching Commitment

The Charlotte W. Newcombe Foundation (the Foundation) grants scholarship funds to colleges and universities to aid students with disabilities and mature second-career women students. West Chester University has received \$126,000 through the current fiscal year from the Foundation using the funds to aid mature undergraduate women students. The Foundation wishes to make a \$5,000 challenge grant to the University, to become an endowment, beginning fiscal year 1998-99. The trustees of the Foundation make this grant in recognition of the excellent supportive services provided by the University to such students and of the competent administration of previous Newcombe Scholarship grants. In return, the University must agree to contribute up to \$5,000 annually, also as an endowment, as a matching commitment to this grant.

It is recommended that the Council of Trustees approve that this contribution of up to \$5,000 be made annually in the form of a quasi-endowment from University unrestricted gift funds.



West Chester University

**Council of Trustees
Resolution
1998-02**

Council of Trustees

West Chester,
Pennsylvania 19383

RESOLUTION

COUNCIL OF TRUSTEES

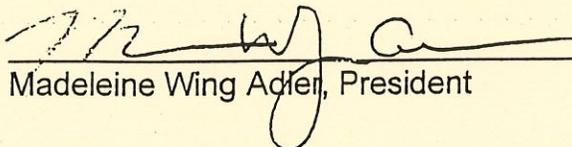
— WEST CHESTER UNIVERSITY OF PENNSYLVANIA

JANUARY 20, 1998

**TOTAL RETURN
ENDOWMENT SPENDING POLICY**

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES THE ADOPTION OF A TOTAL RETURN SPENDING POLICY FOR ITS ENDOWMENT AS OF JULY 1, 1998. FURTHERMORE, IT IS APPROVED THAT THE SPENDING RATE BE SET AT 5% OF THE MARKET VALUE OF THE ENDOWMENT.

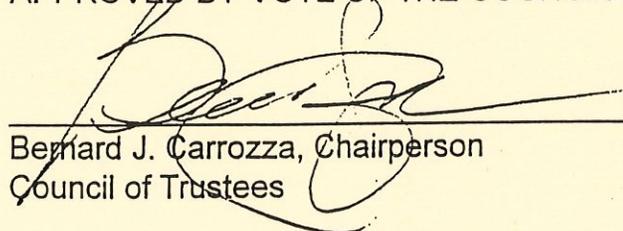
APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES



Madeleine Wing Adler, President

1/19/98
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES



Bernard J. Carrozza, Chairperson
Council of Trustees

1/20/98
Date

Total Return
Endowment Spending Policy

The University's endowment spending policy to date, has been to spend all of the current income (interest and dividends) earned on its endowment. However, in a recent endowment study conducted by the National Association of College and University Business Officers (NACUBO), it was reported that 64% of schools surveyed, spend a prespecified proportion of a multi-year average of market values (known as total return). Only 4% of schools surveyed followed the method of spending all current income. See the attached article from the November 14, 1997 issue of The Chronicle of Higher Education.

As a result of this trend and the need to better serve donors with returns reflecting income as well as market appreciation, it is recommended that the University adopt a "total return" spending policy for its endowment. The new spending policy would be enacted as of July 1, 1998 and it is recommended that the spending rate be set at 5% of the market value of the endowment.

Money & Management

Booming Economy Spurs Many Colleges to Trim Rates for Spending Endowment

The bull market has made it easier to do so without inflicting pain on campuses

BY KIM STROSNIDER

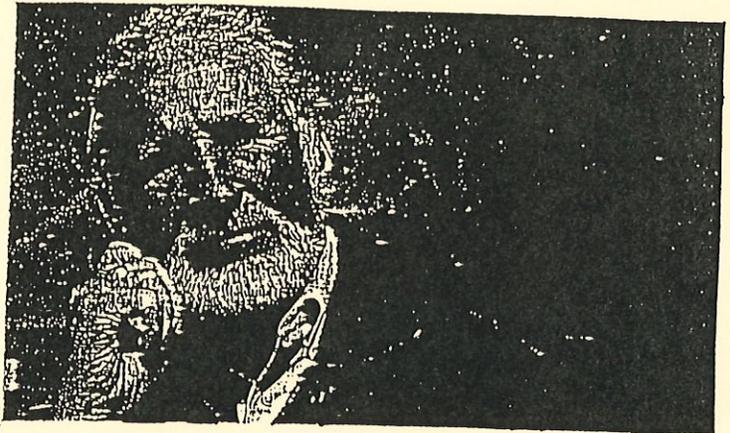
AS THE ECONOMY has boomed in recent years, college and university endowments have prospered, too. Investment returns of 20 per cent or more have become routine, and capital campaigns regularly shatter even ambitious goals.

Are college business officers celebrating a new economic era? Are they agreeing to increase the spending rate, which sets how much of an endowment's market value will be spent in a given year? Not exactly.

On the contrary, many institutions have taken advantage of sunny economic times to adopt more-conservative spending policies and to prepare for the bear market that they fear lies just around the corner.

College spending policy can be a complicated matter, but it is important. After all, an endowment is a financial engine helping to drive an institution, and endowment spending is the fuel that keeps many institutional programs running.

Legally, colleges and universities cannot spend the principal of endowed gifts. However, they use the investment returns on this seed money to finance books, scholarships, or faculty chairs—whatever the donor intended in establishing the en-



Connecticut College's Lynn Alan Brooks: The dilemma about endowment-spending policies is one of "balancing your dues to the past and your dues to the future."

dowment. Institutions also retain some of the earnings to mitigate the effects of inflation and, in some cases, to keep the endowment growing.

How much of an endowment's value

should be distributed, and how much retained, is a question that lies at the heart of all spending-rate decisions, says Larry Goldstein, senior vice-president of the National Association of College and University Business Officers. In a way, he says, it's the same question that individuals face when they decide whether to spend their earnings now or save money for later.

'TOO GENEROUS'

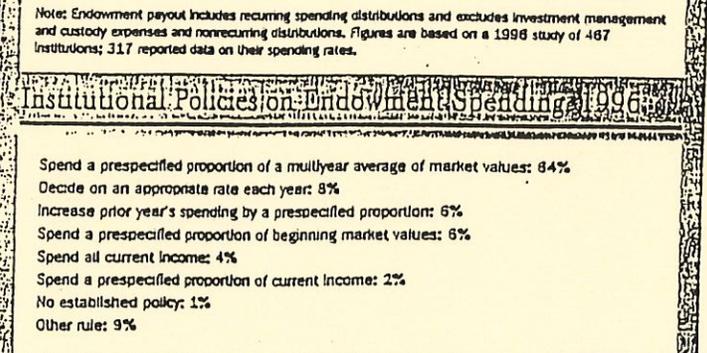
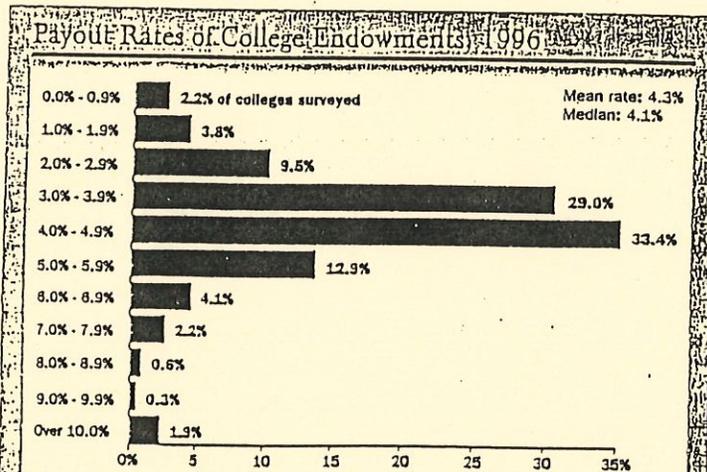
For colleges that believed they had been spending too much, the long-running bull market provided a perfect chance to engage in some institutional belt-tightening.

At Centre College, for example, the Board of Trustees voted in January to cut endowment spending at the Kentucky institution from 5.5 per cent to 5 per cent, the first change in the policy in more than 20 years.

"We've looked for an opportunity to do it, because we really felt the 5.5 per cent was too generous," says Dick Bauer, vice-president for finance. "With the strong market, we felt like this was a good time."

Centre, which has an endowment of about \$125-million, is phasing in the change over five years, a tenth of a percentage point at a time. It also has changed the way it values its endowment for spending purposes: Instead of using a five-year average of the endowment's market value, it now uses the three-year average more common among colleges.

Mr. Bauer and his colleagues at other institutions are able to decrease spending rates now, without a campus backlash, for a simple reason: As endowments have blossomed, the amounts being paid out from them have increased correspondingly. If an endowment has grown rapidly enough, it's even possible to cut the spend-



Continued on Following Page

MONEY & MANAGEMENT

Continued From Preceding Page

ing rate and still keep increasing payout amounts.

Janice M. Abraham, treasurer and chief financial officer at Whitman College, says the strong stock market has finally allowed that institution, which has an endowment of \$205-million, to reach its goal of a spending-rate cut from 3 per cent to 5 per cent, based on a three-year average. The reduction took 12 years for the college, in Washington state, to accomplish.

"We all wanted to make hay while the sun shines," says Ms. Abraham. "We've had the longest bull market in history, but it's not always going to be that way."

In fact, as she spoke in late October, the Dow Jones Industrial Average was plunging, in response to a nosedive by Hong Kong's stock market. In one day, October 27, the Dow lost \$54.26 points, or more than 7 per cent, its largest one-day point loss ever. The next day it rebounded with its largest one-day point gain, leaving analysts puzzled about whether the bull market was over or whether the market was just becoming more volatile.

No one knows just how many institutions have followed the lead of Centre and Whitman in adopting more-cautious spending policies during the bull market. Indeed, the trend seems somewhat counterintuitive: One might think that colleges, under pressure from faculty members and others to share the wealth, would raise spending rates.

FEELING PRESSURE

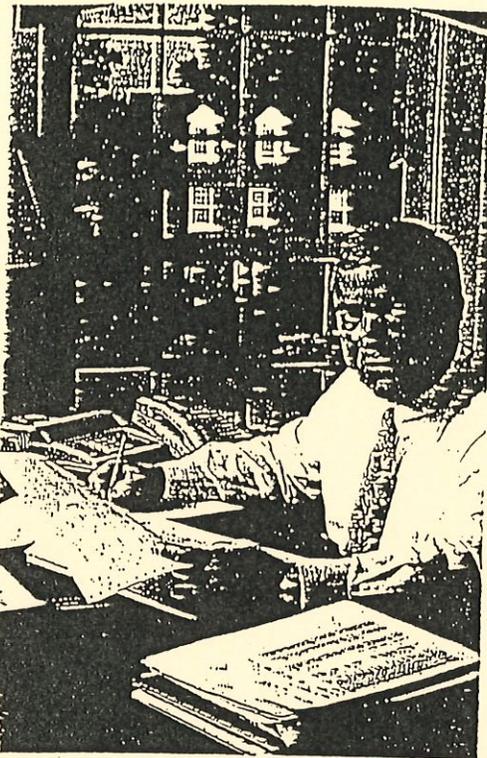
At a meeting in Chicago this fall of members of the Common Fund, an organization that invests more than \$17-billion on behalf of 1,300 colleges and private schools, a speaker took an informal poll of business officers attending a session on endowment spending. William T. Spitz, treasurer of Vanderbilt University, asked for a show of hands from those whose institutions had raised spending rates recently. "Many of you must be under some pressure from your constituency to raise," he said. No hands went up.

Later, he accounted for their response. "To cut spending is a very painful thing," he said. As a result, many institutions wait for a "painless time," like now, to lower their rates, so that they won't actually have to reduce the amount being distributed. Vanderbilt is among them: During the past three and a half years, it reduced its spending rate from 5.5 per cent of a five-year average to 4.5 per cent of a three-year average. The lower rate yielded about \$45-million for Vanderbilt's \$1-billion operating budget in fiscal 1996—a higher yield than at the rate of 5.5 per cent, because the university's endowment has grown.

Mr. Spitz says the only institution he knows of that has raised its spending rate in recent years is Yale University, which has a \$5.8-billion endowment, one of the largest in higher education.

In 1991, Yale raised its spending rate from 4.5 to 4.75 per cent. In 1995, it upped the rate again, to 5 per cent. Yale spent \$193-million of its endowment's market value in 1997, compared to \$170.2-million the year before.

The university determines its spending for an upcoming year by taking 70 per cent of the previous year's spending, and adjusting it for inflation. Yale then adds to that 30 per cent of its targeted long-term spending rate, which is 5 per cent of the



Dick Bauer of Centre, which cut its spending rate: "We really felt the 5.5 per cent was too generous: With the strong market, we felt like this was a good time."

KEN HAYDEN, BLACK STAR, FOR THE CHRONICLE

previous year-ending market value of the endowment.

As Yale's example indicates, spending policy can be quite involved. "Spending rate is a tool," says Gary M. Anna, vice-president for business affairs and treasurer at Bradley University. "It provides some sense of discipline to the process, in both good times and bad." But, he adds, "it's not always a science."

Bradley's Board of Trustees changed its spending formula in March. Rather than 5 per cent of a two-year average of the endowment's market value, the board decided on 5 per cent of the three-year average, starting next June.

Averaging market value over a greater number of years is more conservative in

calculate the average market value of an endowment over a certain number of preceding quarters or years. This limits volatility. They then multiply that average by a specified spending rate to come up with an amount that represents the endowment payout. Typically, the money is distributed to deans and others based on how many "units" their departments hold in an endowment, similar to shares in a mutual fund.

Another spending model involves setting a base amount of endowment spending and increasing it each year by a certain percentage, usually tied to the rate of inflation. In flush times, this model allows a university to boost payments significantly. In difficult times, the university can keep

If an endowment has grown rapidly enough, it's even possible to cut the spending rate and still keep increasing payout amounts.

times like recent ones, when many endowments have grown through strong investment returns and capital campaigns. Indeed, the change will mean about \$500,000 less in endowment payout at Bradley next year than would otherwise have been the case, Mr. Anna says. Still, that payout will be more than it was this year, because Bradley's endowment is growing so fast. In the past four years it has nearly tripled, to \$115-million as of August.

The spending model that Bradley, Centre, and Whitman use—one based on a percentage of a moving average of market value—is the most common in higher education and also is growing in popularity, according to the 1996 "NACUBO Endowment Study," sponsored by the business officers' association. Two-thirds of the colleges and universities surveyed used it. Under this model, business officers cal-

payments fairly flat or increase them only slightly.

Spending rates vary as much as spending models. According to the business officers' study, college-endowment spending averaged 4.3 per cent in fiscal 1996, not counting fees or one-time withdrawals. A few colleges paid out more than 10 per cent of the value of their endowment; some paid out nothing.

QUESTIONS ABOUT PRIORITIES

Beyond the financial questions, spending-rate decisions also pose basic questions about priorities. How much of the budget should be supported by endowment spending, and how much by tuition? How much spending is too much, and how much is not enough?

Lynn Alan Brooks, vice-president for finance at Connecticut College, frames the

central dilemma as one of "balancing your dues to the past and your dues to the future." Paying dues to the past, he explains, means honoring donors and their desire to see money put quickly to use, aiding current students and faculty members. Paying dues to the future means making sure the money remains to help those who will one day attend or work at the college.

Each year, Connecticut spends 5 per cent of a three-year average of the market value of its endowment. This formula produces endowment spending of about \$4 million, or about 7 per cent of the institution's operating budget. The formula also includes a "floor" and a "ceiling": If it produces a payout that trustees have deemed too low, it would be increased. But if spending would be too high using the formula, then the institution can impose a spending cap. This year, because the college's endowment has grown rapidly, the payout failed to meet the spending floor and had to be supplemented by \$500,000.

INCREASING THE PAYOUTS

The Universities of Notre Dame and Virginia also have increased their endowment payouts recently more than they usually would, in part because of strong investment returns. The two universities' models call for increasing the base payout amount each year by at least enough to counteract the effect of inflation, which has been about 2.3 per cent per year. As it turned out, Notre Dame boosted its payout by 9.1 per cent last year, and Virginia by 15.6 per cent on its main investment pool. Virginia also made changes in its endowment accounts, allowing it to give a "super raise," totaling \$9-million, to many faculty members over the next three years.

However, Virginia's Board of Visitors was expected to have approved, at a meeting last week, an increase in endowment spending for this fiscal year of only 4 per cent on the main investment pool. Large, regular jumps in annual payouts "can be dangerous," says Alice Handy, the university's treasurer. The danger, she says, lies in the "inclination to spend more than is sustainable over long periods of time."

What is sustainable, of course, depends on what happens in the financial markets. And with the recent volatility in the U.S. stock market, that's anyone's guess.

Lafayette College officials were thinking about just such a danger two years ago, when they adjusted their spending model. The college, which has an endowment of \$390-million, had adopted a model in 1987 that called for it to spend 5 per cent of a base amount that is increased annually, as a way of discounting the eroding effect of inflation and accounting for the enhancing effect of new gifts. By 1995, however, the officials realized that the bull market had pushed their endowment to a new level. The result: They decided to increase the base amount by \$8.5-million.

First, however, they did some mathematical forecasting. Frederick J. Quivey, Lafayette's vice-president for business affairs and treasurer, says they made sure they could sustain the new payout level even if the stock market plunges. He cites the crash of 1987, when the Dow lost more than 22 per cent of its value in one day.

That year was difficult for college officials everywhere, says Mr. Quivey. And now, he says, who knows? "We thought maybe there will be another 1987 waiting in the wings."



**Council of Trustees
Resolution
1998-03**

Council of Trustees

West Chester,
Pennsylvania 19383

West Chester University

RESOLUTION

COUNCIL OF TRUSTEES

WEST CHESTER UNIVERSITY OF PENNSYLVANIA

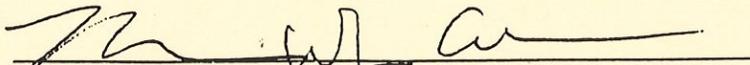
JANUARY 20, 1998

**INSTRUCTIONAL FEE
OFF-CAMPUS PROGRAMS**

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES THAT THE INSTRUCTIONAL FEE FOR OFF-CAMPUS PROGRAMS BE EQUIVALENT TO 10% OF THE TUITION PAID FOR A PARTICULAR PROGRAM EFFECTIVE IMMEDIATELY.

ADDITIONALLY, IN APPROVING THIS POLICY, THE COUNCIL OF TRUSTEES GRANTS AUTHORITY TO THE PRESIDENT TO WAIVE THE INSTRUCTIONAL FEE IN CASES WHERE TUITION PAYMENTS FOR STUDENTS INVOLVED IN THE OFF-CAMPUS PROGRAM ARE MADE BY A THIRD PARTY.

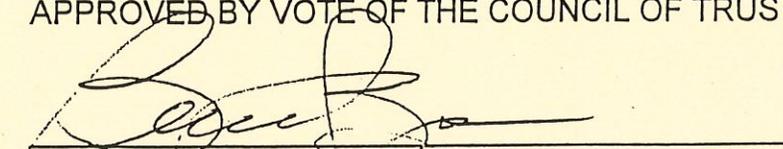
APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES



Madeleine Wing Adler, President

1/14/98
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES



Bernard J. Carrozza, Chairperson
Council of Trustees

1/20/98
Date



West Chester University

**Council of Trustees
Resolution
1998-04**

Council of Trustees

West Chester,
Pennsylvania 19383

PROPOSED

**RESOLUTION
COUNCIL OF TRUSTEES
WEST CHESTER UNIVERSITY OF PENNSYLVANIA**

MARCH 24, 1998

ENDORSEMENT OF THE NOMINATION OF

EMILIE K. ASPLUNDH AND FAMILY

FOR THE

PHILANTHROPY AWARD

AND

MARTHA AND DONALD MCILVAIN

FOR THE

VOLUNTEERISM AWARD

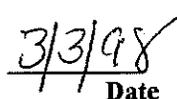
SPONSORED BY THE STATE SYSTEM OF HIGHER EDUCATION

**BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY
OF PENNSYLVANIA HEREBY ENDORSE THE NOMINATION OF EMILIE K. ASPLUNDH
AND FAMILY FOR THE PHILANTHROPY AWARD AND MARTHA AND DONALD
MCILVAIN FOR THE VOLUNTEERISM AWARD.**

APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES

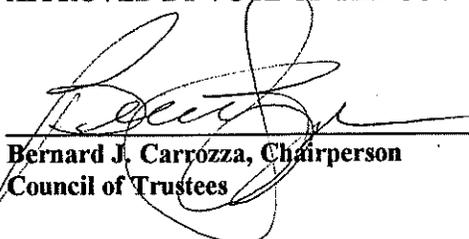


Madeleine Wing Adler, President

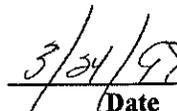


Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES



Bernard J. Carrozza, Chairperson
Council of Trustees



Date

3/3/98



West Chester University

**Council of Trustees
Resolution
1998-05**

Council of Trustees

West Chester,
Pennsylvania 19383

RESOLUTION

COUNCIL OF TRUSTEES

**WEST CHESTER UNIVERSITY
OF PENNSYLVANIA**

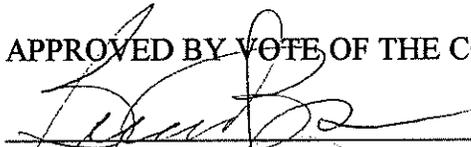
MARCH 24, 1998

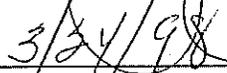
BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HAVING CONSULTED WITH THE:

- FACULTY
- STAFF
- STUDENTS
- ALUMNI
- AND OTHER UNIVERSITY CONSTITUENCIES

RECOMMENDS THAT THE BOARD OF GOVERNORS AUTHORIZE THE CHANCELLOR TO EXTEND THE CONTRACT OF PRESIDENT MADELEINE WING ADLER UNTIL JUNE 30, 2001 (ADOPTED MARCH 24, 1998).

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES


BERNARD J. CARROZZA, CHAIR


MARCH 24, 1998

cot/resolu98



**Council of Trustees
Resolution
1998-06**

Council of Trustees

West Chester,
Pennsylvania 19383

West Chester University

PROPOSED

RESOLUTION

COUNCIL OF TRUSTEES

WEST CHESTER UNIVERSITY OF PENNSYLVANIA

MARCH 24, 1998

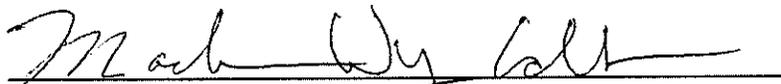
NAMING OF 102 WEST ROSEDALE

AS THE

CLARENCE L. MCKELVIE HALL

**BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER
UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES THE NAMING OF
102 WEST ROSEDALE AS THE CLARENCE L. MCKELVIE HALL.**

APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES



Madeleine Wing Adler, President

2/25/98
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES



Bernard J. Carrozza, Chairperson
Council of Trustees

3/24/98
Date

2/25/98



West Chester University

**Council of Trustees
Resolution
1998-07**

Office of the President
West Chester,
Pennsylvania 19383-1000
(610) 436-2471

RESOLUTION

COUNCIL OF TRUSTEES

WEST CHESTER UNIVERSITY OF PENNSYLVANIA

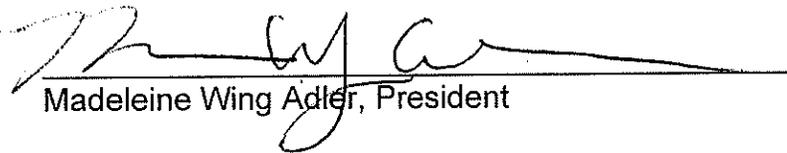
MARCH 24, 1998

HEALTH CENTER FEE

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES AN INCREASE OF \$5 PER SEMESTER TO THE STUDENT HEALTH CENTER FEE. THE NEW FEE OF \$50 IS APPLICABLE TO BOTH UNDERGRADUATE AND GRADUATE STUDENTS EFFECTIVE FALL 1998.

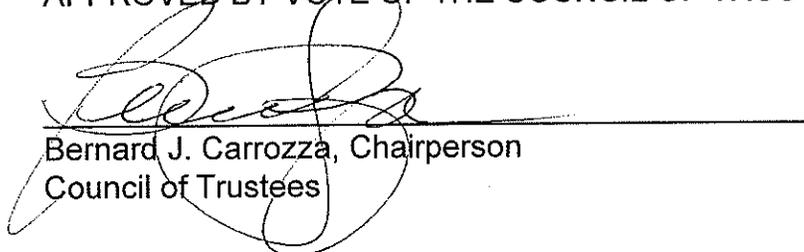
THIS FEE HAS BEEN DETERMINED IN ACCORDANCE WITH THE STATE SYSTEM OF HIGHER EDUCATION POLICY REQUIRING SELF SUFFICIENCY OF AUXILIARY ENTERPRISES.

APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES


Madeleine Wing Adler, President

3/17/98
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES


Bernard J. Carrozza, Chairperson
Council of Trustees

3/24/98
Date



**Council of Trustees
Resolution
1998-08**

Office of the President
West Chester,
Pennsylvania 19383-1000
(610) 436-2471

West Chester University

RESOLUTION

COUNCIL OF TRUSTEES

WEST CHESTER UNIVERSITY OF PENNSYLVANIA

MARCH 24, 1998

1998-99 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 1998:

NORTH CAMPUS - \$1,430 PER SEMESTER (DOUBLE OCCUPANCY)

SOUTH CAMPUS - \$1,659 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.

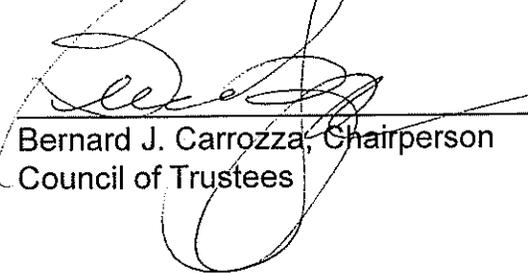
APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES



Madeleine Wing Adler, President

3/17/98
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES



Bernard J. Carrozza, Chairperson
Council of Trustees

5/21/98
Date



West Chester University

**Council of Trustees
Resolution
1998-09**

Council of Trustees

West Chester,
Pennsylvania 19383

RESOLUTION

COUNCIL OF TRUSTEES

WEST CHESTER UNIVERSITY OF PENNSYLVANIA

MARCH 24, 1998

EDUCATIONAL SERVICES FEE

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES A CHANGE IN THE EDUCATIONAL SERVICES FEE TO TEN PERCENT (10%) OF THE PENNSYLVANIA RESIDENT (IN-STATE) TUITION RATE. IF THERE IS NO TUITION INCREASE, THIS CHANGE WILL RESULT IN A \$33 PER SEMESTER INCREASE FOR BOTH UNDERGRADUATE AND GRADUATE STUDENTS EFFECTIVE FALL SEMESTER 1998. THIS INCREASE WILL BE ALLOCATED TO IMPROVE UNIVERSITY INFORMATION TECHNOLOGY. THE DISTRIBUTION OF ANY SUBSEQUENT INCREASE THAT RESULTS FROM FUTURE TUITION INCREASES WILL BE PRESENTED TO THE COUNCIL OF TRUSTEES FOR APPROVAL.

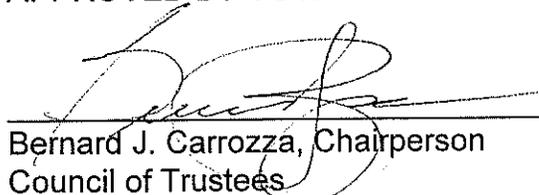
APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES



Madeleine Wing Adler, President

3/17/98
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES



Bernard J. Carrozza, Chairperson
Council of Trustees

3/17/98
Date



West Chester University

**Council of Trustees
Resolution
1998-10**

Council of Trustees

West Chester,
Pennsylvania 19383

RESOLUTION

COUNCIL OF TRUSTEES

WEST CHESTER UNIVERSITY OF PENNSYLVANIA

MARCH 24, 1998

UNDERGRADUATE APPLICATION FEE

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES AN INCREASE OF \$5 PER SEMESTER TO THE UNDERGRADUATE APPLICATION FEE. THE NEW FEE OF \$30 IS EFFECTIVE THE FALL SEMESTER 1999.

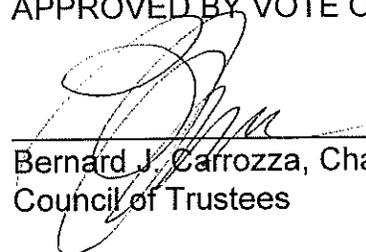
APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES



Madeleine Wing Adler, President

3/17/98
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES



Bernard J. Carrozza, Chairperson
Council of Trustees

3/24/98
Date

**West Chester University
FY 1998-99 Rate Proposals**

These rate proposals were solicited from all areas of the University, and cap a process of setting all rates, both internal and external, earlier in the fiscal year. By finalizing the rate assumptions now, this should enable the University to generate earlier and more accurate budget projections.

In a general sense, discussion of auxiliary rates began with the goal of decreasing auxiliary budgets, continuing the flat-rate work of previous years. This allowed us to internally fund salary increases, yet bring forward flat rates for two of the auxiliary units, and use savings in other cases to fund new programs and needed renovations.

At this time, the State System of Higher Education is advancing a goal of no tuition increase for FY 1998-99. Combined with the rates proposed below, this provides an overall increase of **\$80 per semester** for current students residing on campus, an **increase of 1.9%**. Other fees are proposed for new applicants or under special circumstances as described below.

Health Center: Increase of \$5 to \$50 per semester

- New program to address eating disorders
- Increased funding for HIV testing
- Replaces lost revenue from part-time graduate waivers
- Ends reliance on reserves for portion of budget
- Increase of 11% over FY 98

Residence Halls: Increase of \$42 to \$1,430 per semester

- Provides \$297,000 in new renovation funds
- Provides additional funds for Residence Life Programming and Fire Safety
- Increase of 3% over FY 98

Food Service: No Increase

Sykes Student Union: No Increase

**Educational Services Fee: Increase to 10% of In-state Undergraduate Tuition
or increase of \$33 to \$173 per semester if there is no tuition increase.**

- Devoted solely to Information Services supporting new long-term technology plan for the University
- Makes University administrative systems Year 2000 compliant
- Will improve student related systems including advising and billing
- Increase of 24% over FY 98 brings Educational Services Fee to maximum 10% of tuition
- Increase rate will be limited to tuition rate increase in future years

Undergraduate Application Fee: Increase of \$5 to \$30 per Application

- Supports enhanced recruiting efforts
- Provides support for admissions/financial aid counseling
- Increase of 20% over FY 98

Effects of Proposed Fee Increases on Typical On-Campus/Off-Campus Student								
Student Fees	FY 99	FY 99 Increase		FY 98		FY 97		FY 96
	Rate	Cost	Percent	Rate	Increase	Rate	Increase	Rate
Mandatory Fees (per semester)								
Tuition	\$1,735			\$1,735	3.0%	\$1,684	4.5%	\$1,612
Educational Services	173	\$33	23.6%	140	12.0%	125		125
Sykes Student Union	42			42		42	5.0%	40
Student Union Expansion	55			55		55		55
SSI	65			65		65		65
Health Center	50	5	11.1%	45		45	12.5%	40
Subtotal - Off-Campus	2,120	38	1.8%	2,082	3.3%	2,016	4.1%	1,937
Room (North Campus)	1,430	42	3.0%	1,388	1.4%	1,369	3.0%	1,329
Food Service (14-Meal Plan)	800			800	1.7%	787		787
Total - On-Campus	\$4,350	\$80	1.9%	\$4,270	2.3%	\$4,172	2.9%	\$4,053

Miscellaneous Fees (per event)								
Undergraduate Application	\$ 30	\$ 5	20.0%	\$25		\$25		\$25
Graduate Application	25			25		25		25
Commencement	56			56	12.0%	50		50
Deferred Payment Plan	35			35	40.0%	25		25
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
Orientation	90			90		90		90
Parking	20			20		20		20
Transcript	5			5		5		5
National Student Exchange	100			100		100		100

FY 1998-99 Auxiliary Budget Proposal	1997-98		1998-99	Percent Change
	Projection	Adjustments	Projection	
Student Health Center				
Revenue				
Rate	\$45	\$5	\$50	11.1%
Student Health Fee	827,735	71,365	899,100	8.6%
Prescription Revenue	25,000	(2,000)	23,000	-8.0%
GYN Revenue	4,000	(400)	3,600	-10.0%
Immunizations	4,000	0	4,000	0.0%
Interest Income	0	15,618	15,618	
Total Revenue	860,735	84,583	945,318	9.8%
Expenditures				
Health Center	833,735	79,583	913,318	9.5%
Emergency Med Svc	22,000	2,000	24,000	9.1%
Health Education	5,000	3,000	8,000	60.0%
Total Expenditures	860,735	84,583	945,318	9.8%
Surplus/(Shortfall)			0	

FY 1998-99 Auxiliary Budget Proposal	1997-98		1998-99	Percent Change
	Projection	Adjustments	Projection	
Residence Halls				
North Campus				
Rate	\$1,388	\$42	\$1,430	3.0%
Revenue	8,011,444	212,153	8,223,597	
Residence Reserve	(1,036,470)	0	(1,036,470)	
Damage Fee	(27,987)	0	(27,987)	
Net Revenue	6,946,987	212,153	7,159,140	3.1%
South Campus				
Rate	\$1,611	\$48	\$1,659	3.0%
Revenue	1,519,173	95,576	1,614,749	
Residence Reserve	(192,410)	0	(192,410)	
Damage Fee	(5,519)	0	(5,519)	
Net Revenue	1,321,244	95,576	1,416,820	7.2%
Other Revenue	616,409	10,000	626,409	1.6%
Total Revenue	8,884,640	317,729	9,202,369	3.6%
Expenditures				
Residence Non-Allocated	504,099	28,901	533,000	5.7%
Residence Life	2,736,386	13,739	2,750,125	0.5%
Residence Renovation	0	296,879	296,879	
Telephone	263,000	0	263,000	0.0%
Housekeeping	1,739,188	26,557	1,765,745	1.5%
Fire Safety	58,981	16,896	75,877	28.6%
Maintenance	665,468	(7,432)	658,036	-1.1%
Security	735,623	5,134	740,757	0.7%
Public Safety	284,118	7,931	292,049	2.8%
Logistic Services	127,685	2,909	130,594	2.3%
Utilities	1,232,070	(79,428)	1,152,642	-6.4%
Boiler Plant	364,600	(3,684)	360,916	-1.0%
Grounds	128,182	5,276	133,458	4.1%
Bus Service	35,040	1,051	36,091	3.0%
Total Expenditures	8,874,440	314,729	9,189,169	3.5%
Surplus/(Shortfall)			13,200	

FY 1998-99 Auxiliary Budget Proposal	1997-98		1998-99	Percent Change
	Projection	Adjustments	Projection	
Food Service				
19-Meal Rate	\$809	\$0	\$809	0.0%
14-Meal Rate	\$800	\$0	\$800	0.0%
10-Meal Rate	\$734	\$0	\$734	0.0%
5-Meal Rate	\$495	\$0	\$495	0.0%
Food Sales	5,591,320	0	5,591,320	0.0%
Interest Income	0	94,500	94,500	
Commissions	271,475	21,325	292,800	7.9%
Total Revenue	5,862,795	115,825	5,978,620	2.0%
Expenditures				
Food Contract	5,027,420	0	5,027,420	0.0%
Food-Related Expenses	377,223	114,760	491,983	30.4%
Dining Hall Maintenance	105,152	1,515	106,667	1.4%
Dining Hall Utilities	353,000	(450)	352,550	-0.1%
Total Expenditures	5,862,795	115,825	5,978,620	2.0%
Surplus/(Shortfall)			0	

Sykes Student Union				
Rate	\$42	\$0	\$42	0.0%
Community Center Fee	549,735	40,265	590,000	7.3%
Other Revenue	229,256	(12,433)	216,823	-5.4%
Total Revenue	778,991	27,832	806,823	3.6%
Expenditures				
Sykes Administration	343,100	35,070	378,170	10.2%
Sykes Custodial Service	166,378	11,466	177,844	6.9%
Sykes Maintenance	64,386	189	64,575	0.3%
Sykes Grounds	20,127	1,202	21,329	6.0%
Sykes Utilities	185,000	(20,095)	164,905	-10.9%
Total Expenditures	778,991	27,832	806,823	3.6%
Surplus/(Shortfall)			0	



West Chester University

**Council of Trustees
Resolution
1998-11**

Council of Trustees
West Chester,
Pennsylvania 19383

Proposed

RESOLUTION
COUNCIL OF TRUSTEES
WEST CHESTER UNIVERSITY

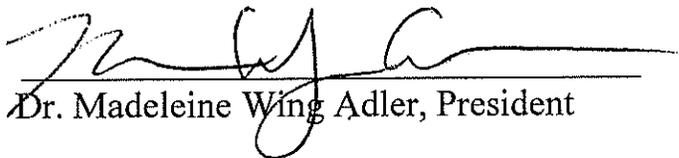
MAY 13, 1998

EMERITUS

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY CONFERS THE DESIGNATION OF EMERITUS UPON THE FOLLOWING ~~SIX~~ DISTINGUISHED RETIRED FACULTY:

- Five*
- Professor Goergeann Cullen
- Professor Marc L. Durand
- Professor Saundra M. Hall
- Professor George F. Reed
- Professor Philip B. Rudnick

APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES


Dr. Madeleine Wing Adler, President

5/12/98
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES


Dr. Bernard J. Carrozza, Chairperson
Council of Trustees

5/13/98
Date

Emeritus Designation

1998

Georgeann Cullen

After more than thirty years of service, Professor Cullen has been recommended unanimously by the Department of Biology for the Emeritus status. Although retired, Professor Cullen intends to continue her research on human diencephalon by collaborating with the faculty. She has successfully obtained grant funding for this research, which has resulted in the purchase of equipment to be used by the faculty and students. While a member of the department, Professor Cullen was a strong advocate for change and a leader in shaping the curriculum of the Biology department. She was a good example of the teacher-scholar model valued by the University and was directly involved with undergraduate students in research projects. In addition to her work within the department, Professor Cullen was active on many University committees over the years.

Marc Durand

Professor Marc Durand is recommended for the designation: Emeritus Dean of Arts and Sciences and Professor of Chemistry. Professor Durand's long and distinguished career at West Chester University began in the Department Chemistry where he taught a variety of courses. He became department chair, and subsequently, interim dean of the College of Arts and Sciences. Professor Durand was considered to be an outstanding teacher in the field of organic chemistry. He served as mentor to many students, working with them on independent research and placing them in high quality graduate programs and industrial positions. Because of his leadership qualities, Professor Durand was appointed as department chair, and subsequently as interim dean of the College of Arts and Sciences. As an administrator, Professor Durand had an impressive ability to work cooperatively with diverse constituencies. His administrative capabilities notwithstanding, it was as a passionate teacher that Dr. Durand excelled. He was one of the finest teachers at the University.

Sandra Hall

Professor Sandra Hall is recommended by the Department of Theatre Arts for Emeritus status because of her dedication to her students and to teaching, and for her consistently excellent service to the University. Professor Hall began her career at the University thirty-three years ago in the Department of English. She became a member of the newly created Department of Speech Communications and Theatre where she served as the director of Theatre for fourteen years. Professor Hall was also a campus and department leader, serving on the Faculty Senate, as an officer of APSCUF, and on many other committees. Professor Hall was an excellent teacher and academic advisor. In 1992 the students in the Theatre Arts Department elected her Faculty Member of the Year.

George Reed

The Department of Geology and Astronomy have recommended Professor George Reed for Emeritus status. During his twenty-seven years of service to the University, Professor Reed had the reputation as an excellent teacher. His love of astronomy was shared not only with students at the University, but also with thousands of school children who visited the Planetarium. Professor Reed's many publications and activities on national and international organizations brought the name of West Chester University before other astronomers. His summer institutes, offered jointly with by the University and Spitz, Inc. (maker of planetarium instruments), received wide acclaim. The many awards he received during his distinguished career are an indication of his fine work and the respect he commanded in the scientific community.

Philip Rudnick

Professor Rudnick is recommended for the designation: Emeritus Director of the Pre-Medical Program and Professor of Chemistry. The Pre-Medical Program was conceived of by Professor Rudnick, along with Dr. Durand, in 1976. Professor Rudnick took primary responsibility for the program, developed the curriculum, obtained University and Commonwealth approval, and developed a student recruitment/advisement program. The Pre-Medical Program, under his leadership, became one of the most successful programs at the University, placing its graduates in medical schools at an acceptance rate exceeding 95%. One of Professor Rudnick's most significant accomplishments has been the initiation of medical school affiliate programs, whereby West Chester University students may enter an accelerated program with a variety of well-known medical schools.



West Chester University

**Council of Trustees
Resolution
1998-12**

Council of Trustees

West Chester,
Pennsylvania 19383

Proposed

RESOLUTION

COUNCIL OF TRUSTEES

WEST CHESTER UNIVERSITY

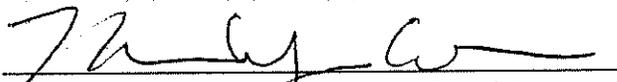
MAY 13, 1998

TRUSTEES ACHIEVEMENT AWARD

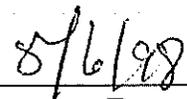
BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY DESIGNATES THE FOLLOWING DISTINGUISHED FACULTY MEMBER AS AN AWARDEE OF THE TRUSTEES ACHIEVEMENT AWARD.

Dr. Kostas Myrsiades

APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES

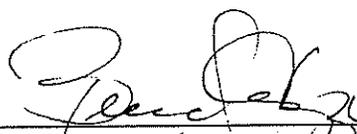


Dr. Madeleine Wing Adler, President

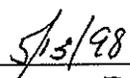


Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES



Dr. Bernard J. Carrozza, Chairperson
Council of Trustees



Date



TEMPLE UNIVERSITY
A Commonwealth University

College of Arts and Sciences

Anderson Hall (022-29)
Philadelphia, Pennsylvania 19122
(215) 204-7560
Fax: (215) 204-9620

Department of English

5 April 1997

Linda L. Lamwers
Vice President for
Academic Affairs/Provost
West Chester University
West Chester, PA 19383-2000

APR 11

Dear Vice President Lamwers:

It is my pleasure as well as responsibility to respond to the nomination of Professor Kostas Myrsiades for the West Chester University Council of Trustees Achievement Award. Although I have known Professor Myrsiades professionally and have admired his work, I was truly surprised to discover the depth and breadth of that work. I must say that my respect for his accomplishment over the years has increased as a result of this reviewing activity. I certainly do believe that his performance would be regarded as extraordinary at virtually any major university.

To begin with the major book included in the packet sent to me, *Yannis Ritsos: Selected Poems 1938-1988* is a most distinguished work. Although it is ostensibly edited by both Kimon Friar and Kostas Myrsiades, internal evidence indicates that the latter did most of the editorial work. I must say that the fact that Friar chose Myrsiades to undertake this task with him is itself a significant sign: Kimon Friar was one of the great translators and poetry editors of this century. It is principally to him that we in the West owe our knowledge of modern Greek poetry and can recognize that it is among the most magnificent national poetries of our time. I know from personal experience, for example, that it was his translation of the work of Odysseus Elýtis which made it possible for the Cretan poet to win the Nobel Prize for Literature. Friar was also an expert editor: I know of no poetry anthology ever produced with the superb scholarly apparatus of his *Modern Greek Poetry*. But this text runs close.

Kimon Friar was a man with a very strong sense of himself, of his work as poet-translator and of his mission to bring Greek poetry to readers of English. He did not carelessly risk his good name and reputation. The fact that he chose Myrsiades as his sole collaborator is very telling. That faith is justified here both in the quality of the translations (I note that Friar, probably for the first time, agreed here to work collaboratively on individual translations) and in the strength of the apparatus. Myrsiades' essay, "The Long Poems of Yannis Ritsos," balances very well in critical acumen with Friar's companion essay on Ritsos' short poems.

Myrsiades' skill as a scholar is even more evident in the exhaustive Chronological Index which concludes the text; compiling

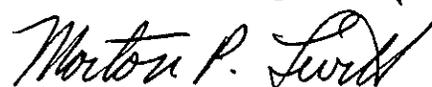
this list was certainly a most difficult task, and its completion may serve as a model for similar endeavors. Knowing something of the difficulties of editorial work, I am impressed by the mere presence of this text and by the consistency of these translations: the text seems seamless, natural, a notable accomplishment in itself. Finally, I must say that I am equally impressed by the quality of Myrsiades' translations. There are moments when it is difficult to distinguish his from Friar's-the highest compliment that can be paid a translator from the modern Greek demotic. It is no exaggeration, I think, to conclude that Kimon Friar himself chose Myrsiades as his heir. (I should perhaps note here that I also know other works of Myrsiades on translation and poetry-on Papatsonis, on teaching Homer, on Ritsos' *Scripture of the Blind*-and that I respect these equally. I know from his comments to me that Friar did as well.)

Myrsiades' work on the theatre of the Karagiozis is rather more difficult to evaluate objectively-primarily because it is to Kostas Myrsiades and Linda Myrsiades that we owe most of our scholarly awareness of this Greek theatrical and cultural phenomenon. These translations and the historical explanation which accompanies them together provide our principal documentation of Karagiozis, a tradition which today offers unique insights into a changing nation and culture. The translations ring true to the spirit of these popular plays. Reading them, I have again the strong sense of Karagiozis performances which I have seen in past years. I believe that there are few, if any, comparable editions even in Greece. Both Greek and American communities thus owe a debt to the collaboration of Kostas and Linda Myrsiades.

In sum, I find that my long-time respect for the varied accomplishment of Professor Myrsiades has increased as a result of this reviewing activity. And although I know generally of the respect with which he is held within the academic community, I was not previously aware that he has earned so many prestigious awards. He is a fine journal editor-I know this from his work for a decade on *College Literature*-and a fine editor of poetic and scholarly texts; he is also a well versed and accomplished scholar and critic; and he is a distinguished translator in an age notable for the quality of its literary translation. His c.v. also indicates to the outsider that he has long been a valuable colleague at West Chester. As a professional colleague in the broader sense of that term, I know that I have great respect for him. He helps to broadcast the name of West Chester University in meaningful and, I think, valuable ways. He will be a most worthy recipient of the Council of Trustees Award.

Should you need any further comment from me, I would be more than happy to oblige.

Yours sincerely,



Professor of English
Editor, *Journal of Modern
Literature*

CITATION

In an age notable for the quality of its literary translation, the translations from the demotic Greek of Kostas Myrsiades have been particularly distinguished. He has also been a superb editor, both of academic journals and of poetry texts, as well as a fine scholar and critic. In the breadth and depth and variety of his work, over a period of some three decades, he has been the worthy heir of Kimon Friar, the father of modern Greek poetry translation.



Department of History & Politics
College of Arts & Sciences
32nd and Chestnut Streets
Philadelphia, Pennsylvania 19104
TEL 215 895-2463
FAX 215 895-6614

April 16, 1997

Dr. Linda L. Lamwers
Vice President for Academic Affairs
and Provost
Office of the Provost
West Chester University
Reynolds Hall, Room 202
West Chester, PA 19383

Dear Dr. Lamwers:

Enclosed please find my evaluation of Dr. Kostas Myrssiades for the Trustees Achievement Award. As it will indicate, I find Dr. Myrssiades eminently qualified for this award, and believe West Chester to be fortunate in numbering him among its faculty.

Please also find the review materials also sent me with his application.

Sincerely,

A handwritten signature in cursive script that reads "Robert Zaller". The signature is written in dark ink and is positioned above the typed name.

Robert Zaller

Professor of History



Department of History & Politics
College of Arts & Sciences
32nd and Chestnut Streets
Philadelphia, Pennsylvania 19104
TEL 215 895-2463
FAX 215 895-6614

April 11, 1997

Trustees Award Committee
West Chester University
West Chester, Pennsylvania

To the Trustees:

Upon examination of Dr. Kostas Myrsiades' scholarly file, it is my pleasure to recommend him for the West Chester University Trustees' Achievement Award.

Dr. Myrsiades has been known to me professionally for many years, and as a colleague in the Philadelphia area for the past decade. He is one of a handful of truly eminent scholars and translators of Greek literature in the United States. The awarding of the Gold Medal of the Hellenic Society of Translators of Greek Literature, conferred annually by the Greek Government for distinguished contribution to Greek letters, marks his recognition as a scholar of world repute. He is the first American to be so honored.

Dr. Myrsiades' publication record is as broad as it is impressive. His threescore books, essays, and juried articles range from Homer to the folk theater of Karagiozis to the titans of modern Greek literature, notably Yannis Ritsos, whose work he has made particularly his own both as critic and translator. It has been the special distinction of his work to relate the classic to the modern Greek literary heritage, thus demonstrating the continuing vitality of the oldest continuous tradition of Western literature. The erudition in both classical and modern language and culture required for this task is rarely met, and even more seldom so gracefully and insightfully displayed. The literary sensitivity and excellence of Dr. Myrsiades' translations has been a source of pleasure and admiration for me for many years, and it was with a renewed and deepened appreciation that I reviewed them in the materials you sent to me.

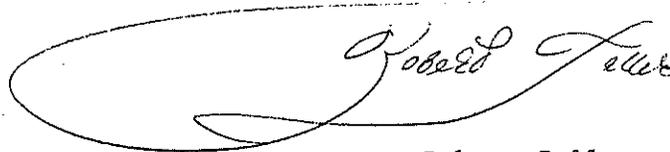
Dr. Myrsiades is equally well known as the editor of two nationally prominent journals. The Journal of the Hellenic Diaspora is one of the two or three leading journals of modern Greek culture in the United States. College Literature has become one of the preeminent journals of literary scholarship and pedagogy in the country under his leadership. It is a signal accomplishment to edit one distinguished journal; to edit two, while maintaining an undiminished level of personal scholarly publication and activity, is nothing short of extraordinary. Yet

in addition Dr. Myrsiades has served as special guest editor of several other journals, and is a member of the editorial boards of the Journal of Modern Literature and the International Journal of Black Drama. Dr. Myrsiades' achievement as an editor has been recognized in the Phoenix Award for Significant Editorial Achievement bestowed on him by the Council of Editors of Learned Journals in 1991.

The range of Dr. Myrsiades' pedagogical interest in comparative literature (whose bachelor's program he created at West Chester) ranges from modern China to James Joyce. In addition he is a scholar of film and its relation to myth and literature, and he has been a pioneer in developing the computer as an instrument of humanistic inquiry. He has lectured at distinguished universities and at major professional conferences throughout the country. I have had the good fortune to hear his presentations at Temple University's Center for Hellenic Studies, and can attest personally to his ability to reach both specialized and general audiences. Dr. Myrsiades wears a lifetime of learning with modesty, ease, and charm.

Altogether, Dr. Myrsiades' career exemplifies the best traditions of humanistic scholarship. He has achieved worldwide recognition as a translator and critic. His collaborations with the late Kimon Friar, notably his translations of Yannis Ritsos' Scripture of the Blind and Selected Poems, 1938-1988, have deservedly become classics, and his studies and translations of Karagiozis theater with Dr. Linda Myrsiades are pioneering works in one of the world's most fascinating traditions of folk art and literature. As an editor, he has cultivated scholarship and literary creativity of the highest standard, and has brought renown to West Chester University as the home of both the Journal of the Hellenic Diaspora and College Literature. Finally, I must not neglect to add that Dr. Myrsiades is a practicing poet himself, and has thus contributed to the tradition he has so ably served as a critic, translator, and teacher. It is fitting that West Chester University add its own highest honor to those Dr. Myrsiades has received from so many other sources.

Sincerely,

A large, elegant handwritten signature in cursive script, reading "Robert Zaller". The signature is written in dark ink and is enclosed within a large, thin, oval-shaped flourish that loops around the bottom and left sides of the name.

Robert Zaller

Professor of History



**Council of Trustees
Resolution
1998-13**

Council of Trustees

West Chester,
Pennsylvania 19383

West Chester University

Proposed

RESOLUTION

COUNCIL OF TRUSTEES

WEST CHESTER UNIVERSITY

MAY 13, 1998

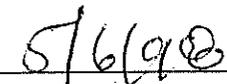
BACHELOR OF MUSIC

ELECTIVE STUDIES IN AN OUTSIDE FIELD

APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES



Dr. Madeleine Wing Adler, President

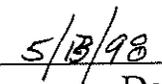


Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES



Dr. Bernard J. Carrozza, Chairperson
Council of Trustees



Date



West Chester University

Department of Music Theory
and Composition

West Chester,
Pennsylvania 19383

H₂

School of Music
Department of Music Theory and Composition
New Degree - Bachelor of Music: Elective Studies in an Outside Field
Prepared by Dr. Robert Maggio

1. Description of proposed new program

- a) Copy of advising/information sheet is attached (MAJOR REQUIREMENTS - BM: ELECTIVE STUDIES IN AN OUTSIDE FIELD)
- b) N/A (This is a new program)
- c) N/A (No modified, new, added, or deleted courses)

2. Rationale

- a) The new program (Bachelor of Music: ELECTIVE STUDIES IN AN OUTSIDE FIELD) is designed for those talented prospective music students who do not fit into the currently existing School of Music degree programs (Music Education, Performance, Theory/Composition). This major is especially appropriate for the student who, while uncertain of ultimate career goals, is certain of a love of musical learning, and has strong interests in another field. The program provides a solid foundation in the art of music, with strong preparation in the three basic disciplines of theory, history, and performance. In addition, the program offers a variety of options to music students interested in pursuing studies in other fields. This program would attract a more diverse student population to the School of Music and the university.
- b) N/A

3. Resources

- a) All School of Music faculty are available to implement the proposed added program.
- b) None
- c) None
- d) N/A
- e) Other university departments would cooperate in offering courses to degree candidates to satisfy the outside field requirements of this degree. The outside field requirements are similar to the minor requirements in these departments. The list of minor fields of study (Undergraduate Handbook, p. 37) is attached.



West Chester University

**Council of Trustees
Resolution
1998-14**

Council of Trustees

West Chester,
Pennsylvania 19383

Proposed

RESOLUTION

COUNCIL OF TRUSTEES

WEST CHESTER UNIVERSITY OF PENNSYLVANIA

SEPTEMBER 23, 1998

1998-99 OPERATING BUDGET

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES THE 1998-99 OPERATING BUDGET FOR WEST CHESTER UNIVERSITY AS IT IS PROPOSED.

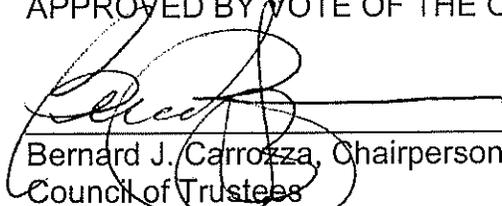
APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES



Madeleine Wing Adler, President

9/16/98
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES



Bernard J. Carrozza, Chairperson
Council of Trustees

9-23-98
Date

West Chester University FY 1998-99 Budget Proposal

The proposed budget for FY 1998-99 reflects the culmination of a difficult process. It funds the ongoing structural needs of the University, both salary and operating, and the second year of critical needs requests for long-range projects such as repair and renovation of facilities and technology needs despite a \$1-million shortfall in revenue built into the flat tuition rate for FY 1998-99. While it may be argued that the success of the budget process demonstrates that West Chester University did not need the funding, it is hard to measure the maintenance deferred, the computer not installed, and the class not offered.

The budget process in general begins with a three-year budget projection, later refined and narrowed to the one-year budget you see presented. Before a Council of Trustees recommendation on the University budget, major constituencies of the University are provided the opportunity to voice their requests, and all key supporting documents are shared with representatives of the University to ensure that the budget embodies an open shared process.

Revenue

A key element of revenue worth watching has been the state appropriation's relative share of the total University budget which this year drops to 43.8% from 44.4% the previous year. While the decrease may appear minor, the trend is alarming when measured against the 54.9% state appropriation support in FY 88.

The University's tuition revenue is projected to increase \$1.9-million as its managed growth plan has matured. A significant part of those revenues will be used to offset the effects of the flat tuition rate for FY 1998-99 as mentioned previously. The continued success of the summer school model, particularly as enhanced by the new room-and-board program, looks promising for future growth if the University continues to take advantage of entrepreneurial opportunities.

As approved previously by the Council of Trustees, the Educational Services Fee increase will generate \$630,000 which will be earmarked for new technology initiatives. Additional increases in fee revenue are related to managed enrollment growth. Increases in unrestricted giving have led to an additional \$100,000 in projected revenue from gifts.

It is important to note that Miscellaneous Income shows a decrease of \$425,000 from FY98 to FY99. The decrease reflects a one-year windfall in fringe categories from the FY98 budget. While similar windfalls have occurred in FY 99, the treatment is slightly different, netting them from the "Additional Budget Items" expenditure which you see footnoted.

FY 1998-99 All Funds Budget					
Category/Area	E&G	Auxillaries	Unrestricted	Restricted	Total
Revenue					
Appropriation	40,479,427		40,479,427	145,164	40,624,591
Tuition	43,853,863		43,853,863		43,853,863
Ed Svcs Fee - Undesignated	5,015,134		5,015,134		5,015,134
Gift Income	200,000		200,000		200,000
Interest Income	1,754,062		1,754,062	91,315	1,845,377
Miscellaneous Income	1,083,034		1,083,034	11,435,246	12,518,280
Residence Halls		9,202,369	9,202,369		9,202,369
Food Service		5,978,620	5,978,620		5,978,620
Other Auxillaries		1,752,141	1,752,141		1,752,141
Total - Revenue	92,385,520	16,933,130	109,318,650	11,671,725	120,990,375
Expenditures & Transfers					
Salaries	56,492,563	4,463,792	60,956,355	1,718,815	62,675,170
Fringes	18,262,382	1,649,595	19,911,977	345,502	20,257,479
Operating Expenditures	14,581,831	10,819,743	25,401,574	9,607,408	35,008,982
Committed Tuition Expenditures	483,314		483,314		483,314
Misc, Equip, Projs & Trsfrs	2,565,430		2,565,430		2,565,430
Total - Expenditures & Transfers	92,385,520	16,933,130	109,318,650	11,671,725	120,990,375
Budget Surplus/(Shortfall)	0	(0)	0	0	0

FY 1998-99 Unrestricted Educ & Gen Budget Projections			
Category/Area	FY 98	Change	FY 99
Revenue			
Appropriation	39,083,329	1,396,098	40,479,427
Regular Tuition	36,516,504	1,928,491	38,444,995
Summer Tuition	4,392,678	31,176	4,423,854
Addl Tuition - Sched Adjust	501,700	0	501,700
Committed Tuition	483,314	0	483,314
Ed Svcs Fee - Undesignated	1,405,973	27,611	1,433,584
Ed Svcs Fee - Technology Designated	0	629,641	629,641
Ed Svcs Fee - Academic Designated	1,213,782	66,737	1,280,519
Other Fees	1,517,898	153,492	1,671,390
Gift Income	100,000	100,000	200,000
Interest Income	1,754,062	0	1,754,062
Miscellaneous Income	1,507,792	(424,758)	1,083,034
Total - Revenue	88,477,032	3,908,488	92,385,520
Expenditures & Transfers			
Salaries	52,182,685	1,765,857	53,948,542
Summer Instruction Allocation	2,502,838	41,183	2,544,021
Fringes	18,603,325	(340,943)	18,262,382
AFSCME Fringe funding	(475,000)	475,000	-
Critical Needs	0	1,200,000	1,200,000
Operating Expenditures	9,886,810	296,604	10,183,414
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Academic Ed Services Supl/Equip	1,213,782	66,737	1,280,519
Additional Budget Items *	0	300,000	300,000
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Budget Surplus/(Shortfall)	0	(0)	0

* Unique Budget Items which by their nature or the nature of the source of funds are budgeted on a year-to-year basis

Key Changes in Revenue Items

- Appropriation \$1,396,098 increased 3.6%
- Tuition \$1,959,667 increased 4.7%
- Fees \$ 877,481 increased 21%
- Gifts \$ 100,000 increased 100%
- Miscellaneous \$ 424,758 decreased 28%

Expenditures

Salary and fringe rates are established by negotiation between the Commonwealth or the State System of Higher Education and individual bargaining units, and are set System-wide. Operating expenditures, conversely, do not experience increases set by the System, but may increase through contractual obligations, or as the University decides.

Salary Increase Rates

- APSCUF 3.0% plus increment
- AFSCME 3.0% plus increment
- Managers 3.0% plus increment
- SUA 3.0% plus increment

For the first time in a decade, the University has chosen to increase operating budgets across the board by 3%. This reflects the most consistently mentioned request by managers, as they try to counteract inflation in their budgets. Moreover, it recognizes the effects of the managed growth enrollment increases, both in the revenue it has generated and in the additional demands it has created for the University at large.

The last page in this section lists other budget increases included in this request and is titled Multi-Year Budget Projections - Additional Items. Because of funding scarcity, they have been resourced at 50% of the original requests. The departments receiving these funds are expected to perform these planned functions through the use of their own retained fund balances. However, this represents funding increases which were made possible by a careful review of all University accounts. Major items of note are funds to provide increased classes, increased security and increased services for disabled students. Some funds have also been reserved for technology and President's Initiatives.

In sum, the Unrestricted Educational and General Budget which funds the primary teaching and support mission of the University is projected to grow 4% or \$4-million to \$92,385,520. Overall, counting auxiliary/self-supporting operations and funds restricted for special purposes, the University is projected to increase 5.7% or almost \$6-1/2-million to \$120,990,375.

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Budget Surplus/(Shortfall)	0	(0)	0

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Fringes	18,262,382	1,649,595	19,911,977	345,502	20,257,479
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Total - Expenditures & Transfers	92,385,520	16,933,130	109,318,650	11,671,725	120,990,375
Budget Surplus/(Shortfall)	0	(0)	0	0	0

FY 1998-99 Budget Expenditure Summary			
Category/Area	FY 98	Change	FY 99
Salaries			
APSCUF	34,907,444	733,352	35,640,796
SUA	935,117	85,847	1,020,964
UPG	381,669	60,668	442,337
WAGE	1,321,174	3,440	1,324,614
Manager	7,025,735	461,126	7,486,861
AFSCME	9,494,570	352,970	9,847,540
Pools	(1,883,024)	68,454	(1,814,570)
Subtotal - Gross Salaries	52,182,685	1,765,857	53,948,542
APSCUF - Summer	2,502,838	41,183	2,544,021
Subtotal - Gross Salaries	54,685,523	1,807,040	56,492,563
Fringes			
FICA	4,609,989	333,506	4,943,495
Retirement	3,835,164	(811,385)	3,023,779
Life Insurance	165,430	28,639	194,069
Health	869,913	6,492	876,405
Hospitalization	5,052,806	(55,627)	4,997,179
Annuitants	2,354,262	416,319	2,770,581
AFSCME Fringe Savings	(475,000)	475,000	0
Sick Leave Payout	859,886	(259,886)	600,000
Annual Leave Payout	250,000	0	250,000
Employee Waivers	605,875	998	606,873
Subtotal - Fringes	18,128,325	134,057	18,262,382
Operating Expenditures			
Critical Needs	0	1,200,000	1,200,000
Operating Budgets	9,886,810	296,604	10,183,414
Committed Tuition Expenditures	483,314	0	483,314
Academic Ed Services Supl/Equip	1,213,782	66,737	1,280,519
Additional Budget Items *			300,000
Committed Fee Expenditures	1,517,898	100,000	1,617,898
Misc, Equip, Projs & Trsfrs	2,561,380	4,050	2,565,430
Subtotal - Oper Expend	15,663,184	1,667,391	17,630,575
Total - Expenditures & Transfers	88,477,032	3,608,488	92,385,520

* Unique Budget Items which by their nature or the nature of the source of funds are budgeted on a year-to-year basis

Multi-Year Budget Projections - Additional Items		FY 99	Revised FY 99
Category/Area		FY 99	FY 99
Sources			
Summer School			100,000
BC/BS Rebate			280,000
Unspent Initiatives			126,000
PEBTF			150,000
Subtotal - Sources		-	656,000
Uses			
ADA Transportation		35,000	17,500
Other ADA funding		25,000	12,500
Guardposts @ Swope & Hollinger		70,000	35,000
Safety Shuttle		35,000	17,500
Academic Affairs Capacity		750,000	375,000
Marching Band Shortfall		18,000	9,000
TRA97/Hope Scholarship		50,000	25,000
Credit Card Fees		140,000	70,000
Legal Fees		228,000	114,000
President's Initiatives		250,000	125,000
Virtual University		100,000	50,000
Technology need		200,000	100,000
Championship Fund		11,000	5,500
Subtotal - Uses		1,912,000	956,000
Total - Additional Items			(300,000)



West Chester University

Council of Trustees

West Chester,
Pennsylvania 19383

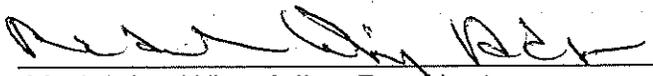
Proposed

RESOLUTION
COUNCIL OF TRUSTEES
WEST CHESTER UNIVERSITY OF PENNSYLVANIA
SEPTEMBER 23, 1998

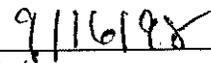
1999-2000 CAPITAL BUDGET

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES THE 1999-2000 CAPITAL BUDGET PREPARED BY THE UNIVERSITY FOR SUBMISSION TO THE STATE SYSTEM OF HIGHER EDUCATION.

APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES

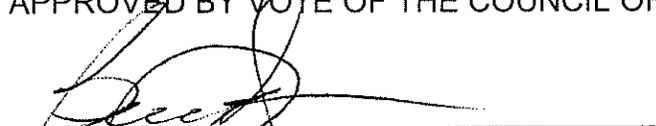


Madeleine Wing Adler, President

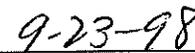


Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES



Bernard J. Carrozza, Chairperson
Council of Trustees



Date

CAPITAL BUDGET SUBMISSION - 1999-2000

Act 188 requires the review and approval of the annual Capital Budget by the Council of Trustees. Attached is a summary of the proposed budget request for the 1999-2000 fiscal year. The Council of Trustees Campus Development and Facilities Committee will propose a resolution to approve the attached budget.

WEST CHESTER UNIVERSITY
CAPITAL BUDGET
FISCAL YEAR 1999/2000

(Dollar Amounts in Thousands)

PRIORITY NUMBER	PROJECT	CURRENT BUDGET YEAR 1999/00	PLANNING YEAR 1 00/01	PLANNING YEAR 2 01/02	PLANNING YEAR 3 02/03	PLANNING YEAR 4 03/04
	Americans with Disabilities Act Deficiencies	2,990				
1	Classroom Building, Phase I	23,701				
2	Infra-Structure Renovations/Code Updates	24,208				
3	Construct Parking Garage - 1000 cars	16,578				
4	Computing/Instructional Technology Center	16,337				
5	Classroom Building, Phase II	17,233				
6	Renovation of Lawrence Hall	4,657				
7	Construct All-Purpose Outdoor P.E., Athletic Field, Rec. & Intramural Field	3,493				
8	Construct Recital Hall	4,504				
9	Renovate Ehinger Gymnasium & Renovate/Expand Special Education Bldg.	5,778				
10	Renovate E.O. Bull Center	9,438				
11	Real Estate Acquisition		7,210			
12	Renovate FHG Library		21,926			
13	Restore/Expand Glen Echo Conference Center		2,601			
14	Construct Student Health Center		1,955			
15	Renovate Main Hall			14,303		
16	Renovate Farrell Stadium			6,245		
17	Renovate McCoy Center			1,592		
18	Renovation/Expansion of Mitchell Hall				13,584	
19	Renovation/Expansion of Health Science Building				33,759	
20	Renovate 13/15 University Avenue				1,804	
21	Convert Borough Streets to University Use				4,471	
22	Renovate Smith House					1,214
	TOTAL:	\$128,917	\$33,692	\$22,140	\$53,618	\$1,214