



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

Council of Trustees  
Resolution  
2003-12

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Proposed

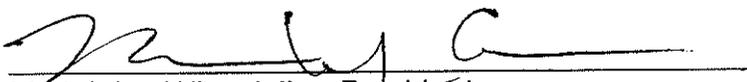
RESOLUTION  
COUNCIL OF TRUSTEES  
WEST CHESTER UNIVERSITY OF PENNSYLVANIA  
MARCH 13, 2003  
PHILIPS FUND INCOME DISTRIBUTION

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES THAT ALL INCOME EARNED BY THE PHILIPS FUND BE ALLOCATED RETROACTIVE TO JULY 1, 2002 IN THE FOLLOWING MANNER:

75% - SCHOLARSHIPS

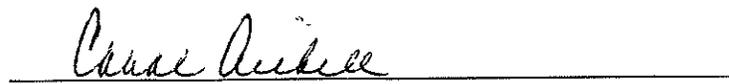
25% - LECTURE SERIES

APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES

  
\_\_\_\_\_  
Madeleine Wing Adler, President

3/3/03  
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES

  
\_\_\_\_\_  
Carol Aichele, Chairperson  
Council of Trustees

3-13-03  
Date

## **PHILIPS FUND – INCOME DISTRIBUTION PROPOSAL**

This is a proposal to change the distribution of Philips Fund revenue from 60% scholarships and 40% lectures to 75% scholarships and 25% lectures. The current 60% income allocation to scholarships was originally set by the Council of Trustees in September, 1994. In recent years, increases in tuition and decreases in income earning rates have resulted in scholarship awards equal only to the annual income allocation with a slight deficit accumulating in the carry-forward balance. The lecture series has remained relatively constant in its balance and with the practice of cost sharing, speaker fees have been maintained at reasonable levels.

The attached accounting report shows that a change to an allocation model of 75% to scholarships and 25% to lecture series will provide adequate income for five scholarships in 2003-04, and if made retroactive to 2002-03 fiscal year will also fund the accumulated deficit of \$3800 at June 30, 2002.

We recommend that the revenue from the Philips Fund be allocated 75% to scholarships and 25% to the lecture series.

**Philips Fund Income Distribution Model**

**5% Scholarship - 25% Lecture Series--FY03 & FY04**

PHILIPS FUND	LECTURE	SCHOLARSHIP	TOTAL
JUNE 30, 2002 TOTAL	\$34,688.44	(\$3,831.70)	\$30,856.74
INT & DIVIDEND JULY 2002 - DEC 02	\$4,166.37	\$12,499.10	\$16,665.47
PROJECTED INT & DIVIDEND JAN 03 - JUNE 03	\$4,333.63	\$13,000.90	\$17,334.53
<u>SCHOLARSHIPS</u>			
FALL 02 (5 students @ \$2,189.00)		(\$10,945.00)	(\$10,945.00)
SPRING 03 (5 students @ \$2,189.00)		(\$10,945.00)	(\$10,945.00)
<u>LECTURE SERIES</u>			
Beverly Sills	(\$3,030.00)		(\$3,030.00)
James Burke	(\$6,500.00)		(\$6,500.00)
PROJECTED JUNE 30, 2003 TOTAL	\$33,658.44	(\$221.70)	\$33,436.74
PROJECTED INT & DIVIDEND JUL 03 - JUNE 04	\$8,500.00	\$25,500.00	\$34,000.00
<u>SCHOLARSHIPS (assumed 5% tuition increase)</u>			
FALL 03 (5 students @ \$2,298.00)		(\$11,490.00)	(\$11,490.00)
SPRING 04 (5 students @ \$2,298.00)		(\$11,490.00)	(\$11,490.00)
<u>LECTURE SERIES</u>			
To be determined.			
PROJECTED JUNE 30, 2004 TOTAL	\$42,158.44	\$2,298.30	\$37,956.74



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COUNCIL OF TRUSTEES  
WEST CHESTER UNIVERSITY OF PENNSYLVANIA  
MARCH 13, 2003  
**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 2003:

NORTH CAMPUS - \$1,856 PER SEMESTER (DOUBLE OCCUPANCY)

SOUTH CAMPUS - \$2,153 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

3/3/03  
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES

  
\_\_\_\_\_  
Carol Aichele, Chairperson  
Council of Trustees

3-13-03  
Date



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Council of Trustees  
Resolution  
2003-14

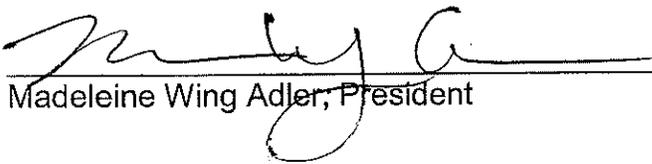
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COUNCIL OF TRUSTEES  
WEST CHESTER UNIVERSITY OF PENNSYLVANIA  
MARCH 13, 2003  
HEALTH CENTER FEE

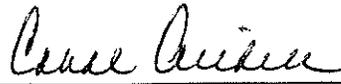
BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES AN INCREASE OF \$7 PER SEMESTER TO THE HEALTH CENTER FEE. THE NEW FEE OF \$60 IS APPLICABLE TO BOTH UNDERGRADUATE AND GRADUATE STUDENTS EFFECTIVE THE FALL SEMESTER 2003.

APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES

  
\_\_\_\_\_  
Madeleine Wing Adler, President

3/3/03  
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES

  
\_\_\_\_\_  
Carol Aichele, Chairperson  
Council of Trustees

3-13-03  
Date



Council of Trustees  
West Chester University  
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COUNCIL OF TRUSTEES

WEST CHESTER UNIVERSITY OF PENNSYLVANIA

MARCH 13, 2003

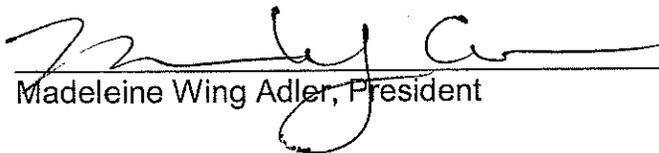
**FOOD SERVICE FEES**

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 2003:

- \$965 PER SEMESTER (19 MEAL PLAN)
- \$898 PER SEMESTER (14 MEAL PLAN)
- \$824 PER SEMESTER (10 MEAL PLAN)
- \$611 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

  
\_\_\_\_\_  
Madeleine Wing Adler, President

3/3/03  
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES

  
\_\_\_\_\_  
Carol Aichele, Chairperson  
Council of Trustees

3-13-03  
Date



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2003-16

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COUNCIL OF TRUSTEES  
WEST CHESTER UNIVERSITY OF PENNSYLVANIA  
MARCH 13, 2003

**UNDERGRADUATE APPLICATION FEE**

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES AN INCREASE OF \$5 TO THE UNDERGRADUATE APPLICATION FEE. THE NEW FEE OF \$35 IS EFFECTIVE FALL SEMESTER 2003.

APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES

  
Madeleine Wing Adler, President

3/3/03  
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES

  
Carol Aichele, Chairperson,  
Council of Trustees

3-13-03  
Date



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2003-17

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COUNCIL OF TRUSTEES  
WEST CHESTER UNIVERSITY OF PENNSYLVANIA  
MARCH 13, 2003

**GRADUATE APPLICATION FEE**

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES AN INCREASE OF \$10 TO THE GRADUATE APPLICATION FEE. THE NEW FEE OF \$35 IS EFFECTIVE FALL SEMESTER 2003.

APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES

  
Madeleine Wing Adler, President

3/3/03  
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES

  
Carol Aichele, Chairperson,  
Council of Trustees

3-13-03  
Date

## **West Chester University FY04 Rate Proposals**

The University faced many challenges in reviewing projected budgets for FY04 and developing fees that meet the needs of the operation while minimizing the impact to students. Two major projects – the LAN upgrade and the sprinkler system installation – continue to impact the Residence Hall budget. The University is completing the final year of the LAN upgrade with completion of wiring and other infrastructure in Killinger, Wayne and Schmidt Halls and Phase 2 of the mandated sprinkler system installation which will provide service to Wayne and Killinger Halls as well as part of the South Campus apartments. The Auxiliary budget for FY04 also includes new debt service to fund a proposed expansion to the Lawrence Dining Hall that will provide additional seating, new services for students, and possible office space for Auxiliary staff.

In response to ongoing budget constraints and the financial needs of our students, Auxiliary directors and managers have begun an in-depth review of complement in all areas to determine appropriate staffing levels. Preliminary results from the first year of this review are evident by the elimination of two vacant part-time positions (one security officer position in Residence Hall Public Safety and a clerical position in Residence Hall Maintenance), the conversion of part-time custodial positions to full-time in the residence halls, and replacement of a full-time Residence Hall director position with a graduate hall director (for one of the smaller residence halls). Auxiliary directors and their staffs are committed to a continued review of the budgets in these areas in order to contain costs while maintaining services to students.

All proposed rate increases for FY04 have been reviewed and approved by University constituencies including ABC (Administrative Budget Committee), UBC (University Budget Committee), President's Cabinet, SGA (Student Government Association) and the Presidents' Breakfast Group, which includes student leaders from across the campus. While students, administrators and faculty are concerned with increasing costs for our students, all groups recognized the effort made by the Auxiliary directors and managers to scrutinize operating expenses in order to develop rates that minimize the impact to students.

Due to the uncertain budget outlook for the State System as well as the Commonwealth, the University is reluctant to project any increase in tuition and the educational services fee at this time. Although a tuition increase is anticipated for FY04, the actual rate is beyond the University's control and will be determined at a later time by the State System Board of Governors. The Council of Trustees will be advised of the FY04 tuition rates and educational services fee once the Board of Governors has made their decision.

As is the case with the E&G budget, most of the increases incorporated in the attached budget proposals are beyond the direct control of the individual managers (i.e. contractual salary increases and benefits, utility increases, debt service, etc.). Below are the issues that impact all areas proportionally and cannot be controlled at the department level:

**Salaries/Benefits:** Collective bargaining agreements for all employees represented in the Auxiliaries (AFSCME, PNA and SPFPA) are due to expire on June 30, 2003. The only exceptions are SUA employees whose contract is effective through the end of FY04, and managers whose increases are determined at the System level, not through the collective bargaining process. In order to ensure that sufficient budget dollars are available to meet possible salary increases resulting from contract settlements, it was agreed that an across-the-board increment would be applied to all AFSCME, PNA and SPFPA positions. This percentage is not indicative of any knowledge or strategy by the state negotiating team, but is simply a University estimate to provide sufficient funding in the auxiliary budgets in the event that new contractual agreements include salary increases.

Projected salaries for SUA positions are based on the current mix of employees and their range/step as of July 1<sup>st</sup>, 2003, the budgeted FTE for the position, and the appropriate pay schedule for the bargaining unit. Managers are not covered by a collective bargaining agreement (CBA); therefore, any pay increases must be approved by the State System Board of Governors (BOG) before adjustments can be made. Parameters provided by the System office are predicated on a zero increase for managers during FY04. However, in order to provide a pool of funds in the event that the BOG does approve an increase during FY04, an across-the-board increase has also been applied to all manager lines for budget purposes only.

Please note that employee turnover has been virtually nonexistent over the past year. With the exception of possible retirements, this is not expected to change significantly over the next eighteen months.

Benefit rates are negotiated at the System level. Preliminary rate increases have been provided by the System office for use in developing FY04 budgets. Therefore, all benefit calculations are based on the rate assumptions supplied by the System office as of December 20, 2002. Projected increases for Hospitalization, Annuitant, and Health & Welfare (H&W) are as follows:

AFSCME Annuitant	22.99%
All Other Annuitant	11.80%
SUA/Manager Hospitalization	11.80%
SUA/Manager H&W	20.00%

Retirement calculations are based on the retirement selection (SERS vs. TIAA-CREF) for the employee currently assigned. Vacant positions are based on the TIAA-CREF retirement rate (9.29%) as history has shown that almost all new employees choose this plan over SERS. While employer contribution rates for SERS had been steadily declining as is evidenced by the zero contribution rate in FY03, stock market reversals and the resulting decline in the pension fund balance has necessitated reinstatement of an employer contribution on all employees enrolled in the SERS and PSERS plans. Projected employer retirement contribution rates for FY04 are as follows:

SERS	1.42%
TIAA-CREF	9.29%
PSERS	1.885%

Please note that all benefit rates, with the exception of FICA, which is mandated federally and not expected to increase, are subject to change and beyond the University's control.

## **Utility Costs:**

Utility rates for FY03 have held relatively constant during the fiscal year. However, a colder than normal fall and winter has impacted usage. Electricity, natural gas, fuel oil and coal rates are projected to increase between 3-5 percent. However, a disruption in oil supply due to political instability in the Middle East could adversely impact all rates. Andy Zarynow, the University energy officer, has evaluated usage patterns, current costs and the allocation formula, and has supplied the projected costs for FY04 as detailed in each area's utility budget.

Bear in mind that all projections are based on current consumption levels and assume that world conditions will not adversely impact fuel supplies and/or prices.

## **Auxiliary Fees (including Health Center)**

### **Overview: Projected increase of \$188 or 6.9% overall increase in Room and Board, Sykes Union and Health Center Fees**

- All budgets include appropriate step increases and projected salary increases based on current contracts and benefit rate increases as indicated above (depending upon bargaining unit).
- University to continue installation of LAN upgrade and sprinkler system in Residence Halls.
- Water and Sewer costs reflect cost of new pumping station to be funded over five years.
- Year three of ten-year contribution to Information Services Long-Range Plan to update infrastructure and incorporation of new technology

### **Health Center: \$60/semester (increase of \$7/semester or 13.2%)**

- Fee increase necessary to meet salary and benefit increases. In FY03 benefits budget was reduced significantly to offset number of vacant positions in the Health Center. However, since the Health Center is currently fully staffed and no significant staffing changes are expected over the next 12-18 months, it was necessary to restore the benefits budget line to reflect projected costs.
- Health Center intends to expand ongoing wellness and nutrition activities and the budget reflects additional hours for a staff member dedicated to these services.
- Proposed budget includes funding for additional hours for two part-time psychiatrists as well as a new, graduate counseling intern.
- Reserve funds will again be used in FY04 to offset increase in expenditures while attempting to minimize the impact to students.

### **Sykes Student Union: \$55/semester (no increase requested)**

- Continues assumption of \$150,000 payment for E&G use of Sykes.
- Proposed budget includes a "Transfer (Renovations)" line to cover the cost of enhancements to Sykes Union that do not qualify as "life cycle replacement" expenses.

**Food Service: \$898/semester 14-meal plan (increase of 6.7% or \$56/semester – 14-meal plan)**

- Increase covers contractual increase in Food Service Cost based on annual CPI (2.5%).
- FY04 proposed Food Service budget includes \$379,625 in new debt service to fund Lawrence Hall expansion which will provide expanded dining area to serve new on-campus students in Fall 2004.

**Residence Halls: \$1,856/semester North, \$2,153/semester South (increase of 7.2% or \$125/semester North, \$146/semester South)**

- \$65/semester → \$80/semester to fund LAN upgrade.
- \$23/semester → \$46/semester to fund Sprinkler System installation.
- Projected revenue reflects continued Health Center contribution for use of third floor of Wayne Hall.
- Increase in Residence Life operating budget to cover increased cost of student mailings and actual operational needs.
- Net savings of \$37,600 from conversion of RD position to a Graduate Hall Director.
- Increase in Bus Service budget to reflect FY04 contract cost.
- Savings of \$18,522 generated from elimination of part-time clerical position in Residence Hall Maintenance
- Increase in Fire and Safety budget to fund ongoing maintenance requirements resulting from installation of sprinkler system.
- Savings of \$10,267 generated from elimination of part-time security officer position in Residence Hall Public Safety.

**Miscellaneous Fees**

**Undergraduate Application Fee: \$35 (increase of \$5 or 16.7%)**

- Last fee increase Fall 1999
- Proposed \$35 fee is comparable to other schools in the region (i.e. University of Delaware -- \$55, Penn State -- \$50, and Temple -- \$35)
- Additional revenue generated from this fee increase will be held in a contingency account and used to fund temporary clerical help, if needed, to insure the timely processing of admissions applications

**Graduate Application Fee: \$35 (increase of \$10 or 40.0%)**

- Last fee increase Fall 1992
- Additional revenue generated from this fee increase will be used to develop an online application for graduate students through a partnership with CollegeNet (State System vendor).

<b>FY 2003-04 Auxiliary Budget Proposal</b>	<b>FY 2002-03</b>		<b>FY 2003-04</b>	<b>Percent</b>
	<b>Approved Budget</b>	<b>Adjustments</b>	<b>Projection</b>	<b>Change</b>
<b>Student Health Center</b>				
<b>Rate</b>	<b>\$53</b>	<b>\$7</b>	<b>60</b>	<b>13.2%</b>
<b>Revenue</b>				
Student Health Fee	1,042,245	169,643	1,211,888	16.3%
Prescription Revenue	25,000	-	25,000	0.0%
GYN Revenue	35,000	25,000	60,000	71.4%
Immunizations	10,000	2,000	12,000	20.0%
Interest Income	17,000	(7,000)	10,000	-41.2%
Health Center Supply Fee	-	8,000	8,000	
Transfer from Reserves	139,955	(67,720)	72,235	-48.4%
<b>Total Revenue</b>	<b>1,269,200</b>	<b>129,923</b>	<b>1,399,123</b>	<b>10.2%</b>
<b>Expenditures</b>				
Health Center	1,245,200	133,922	1,379,123	10.8%
Emergency Med Svc	24,000	(4,000)	20,000	-16.7%
<b>Total Expenditures</b>	<b>1,269,200</b>	<b>129,922</b>	<b>1,399,123</b>	<b>10.2%</b>
<b>Surplus/(Shortfall)</b>	<b>0</b>	<b>0</b>	<b>0</b>	

<b>Sykes Student Union</b>				
<b>Rate</b>	<b>\$55</b>	<b>\$0</b>	<b>\$55</b>	<b>0.0%</b>
<b>Revenue</b>				
Community Center Fee	891,689	53,074	944,763	6.0%
Other Revenue	191,500	5,500	197,000	2.9%
<b>Total Revenue</b>	<b>1,083,189</b>	<b>58,574</b>	<b>1,141,763</b>	<b>5.4%</b>
<b>Expenditures</b>				
Sykes Administration	520,367	51,541	571,908	9.9%
Sykes Custodial Service	238,623	7,981	246,603	3.3%
Sykes Maintenance	76,449	(3,908)	72,541	-5.1%
Sykes Grounds	23,975	948	24,923	4.0%
Sykes Utilities	223,775	2,013	225,788	0.9%
<b>Total Expenditures</b>	<b>1,083,189</b>	<b>58,574</b>	<b>1,141,763</b>	<b>5.4%</b>
<b>Surplus/(Shortfall)</b>	<b>0</b>	<b>0</b>	<b>0</b>	

<b>FY 2003-04 Auxiliary Budget Proposal</b>	<b>FY 2002-03 Approved Budget</b>	<b>Adjustments</b>	<b>FY 2003-04 Projection</b>	<b>Percent Change</b>
<b>Residence Halls</b>				
<b>North Campus</b>				
<b>Rate</b>	<b>\$1,731</b>	<b>\$125</b>	<b>\$1,856</b>	<b>7.2%</b>
Revenue	10,483,670	614,216	11,097,886	5.9%
Residence Reserve	(1,036,000)	0	(1,036,000)	0.0%
Damage Fee	(28,000)	0	(28,000)	0.0%
<b>Net Revenue</b>	<b>9,419,670</b>	<b>614,216</b>	<b>10,033,886</b>	<b>6.5%</b>
<b>South Campus</b>				
<b>Rate</b>	<b>\$2,007</b>	<b>\$146</b>	<b>\$2,153</b>	<b>7.2%</b>
Revenue	2,010,199	29,343	2,039,542	1.5%
Residence Reserve	(192,000)	0	(192,000)	0.0%
Damage Fee	(5,000)	0	(5,000)	0.0%
<b>Net Revenue</b>	<b>1,813,199</b>	<b>29,343</b>	<b>1,842,542</b>	<b>1.6%</b>
Other Revenue	789,000	(75,600)	713,400	-9.6%
<b>Total Revenue</b>	<b>12,021,869</b>	<b>567,958</b>	<b>12,589,827</b>	<b>4.7%</b>
<b>Expenditures</b>				
Residence Life	2,130,046	154,822	2,284,868	7.3%
Residence Life Programs	21,000	-	21,000	0.0%
Res Hall Debt Service	1,549,531	256,794	1,806,325	16.6%
Res Hall Transfer (Plant)*	808,500	(38,500)	770,000	-4.8%
Res Hall Telephones	263,000	-	263,000	0.0%
Res Hall Non-Allocated	668,000	(50,000)	618,000	-7.5%
Res Hall Bus Service	41,303	3,000	44,303	7.3%
Res Hall Supply & Postal Svcs	137,615	5,898	143,513	4.3%
Res Hall Custodial Services	2,109,752	112,403	2,222,156	5.3%
Res Hall Grounds	183,819	12,402	196,222	6.7%
Res Hall Utilities	1,664,872	58,321	1,723,193	3.5%
Res Hall Maintenance	776,945	(3,716)	773,229	-0.5%
Res Hall Boiler Plant	388,521	9,036	397,557	2.3%
Res Hall Fire Safety	101,311	23,149	124,460	22.8%
Res Hall Public Safety	347,460	11,174	358,634	3.2%
Res Hall Security	830,193	13,175	843,368	1.6%
<b>Total Expenditures</b>	<b>12,021,869</b>	<b>567,958</b>	<b>12,589,827</b>	<b>4.7%</b>
<b>Surplus/(Shortfall)</b>	<b>0</b>	<b>0</b>	<b>0</b>	

<b>FY 2003-04 Auxiliary Budget Proposal</b>	<b>FY 2002-03 Approved Budget</b>	<b>Adjustments</b>	<b>FY 2003-04 Projection</b>	<b>Percent Change</b>
<b>Food Service</b>				
19-Meal Rate	\$904	\$61	965	6.7%
14-Meal Rate	\$842	\$56	898	6.7%
10-Meal Rate	\$772	\$52	824	6.7%
5-Meal Rate	\$573	\$38	611	6.7%
<b>Revenue</b>				
Food Sales	6,895,130	587,479	7,482,609	8.5%
Interest Income	112,000	(32,000)	80,000	-28.6%
Commissions	310,000	30,000	340,000	9.7%
<b>Total Revenue</b>	<b>7,317,130</b>	<b>585,479</b>	<b>7,902,609</b>	<b>8.0%</b>
<b>Expenditures</b>				
Food Contract	5,873,280	507,312	6,380,592	8.6%
Food-Related Expenses	811,200	(275,587)	535,613	-34.0%
Food Service Debt Service	-	379,625	379,625	
Dining Hall Maintenance	153,449	3,692	157,141	2.4%
Dining Hall Utilities	479,201	(29,563)	449,638	-6.2%
<b>Total Expenditures</b>	<b>7,317,130</b>	<b>585,479</b>	<b>7,902,609</b>	<b>8.0%</b>
<b>Surplus/(Shortfall)</b>	<b>0</b>	<b>0</b>	<b>0</b>	

FY 2003-04 Recommended Fees	FY04 Rate	FY04 Increase		FY03 Rate	FY03 Increase		FY02 Rate	FY02 Increase		FY 01 Rate
		Cost	Percent		Cost	Percent		Cost	Percent	
<b>Mandatory Fees (per semester)</b>										
<b>Tuition</b>										
Tuition (undegraduate in-state) -- TBD	\$ 2,189			\$ 2,189	\$ 181	9.0%	\$ 2,008	\$ 112	5.9%	\$ 1,896
<b>Mandatory Fees</b>										
Educational Services -- TBD	219			219	18	9.0%	201	11	5.8%	190
Health Center*	60	7	13.2%	53	3	6.0%	50			50
SSI -- TBD	84			84	4	5.0%	80	10	14.3%	70
Student Union Expansion	60			60			60			60
Technology Fee (new BOG fee FY03)	50			50						
Parking Improvement Fee	36	12	50.0%	24	12	100.0%	12	12		
<b>Subtotal Tuition &amp; Mandatory Fees</b>	<b>\$ 2,698</b>	<b>\$ 19</b>	<b>0.7%</b>	<b>\$ 2,679</b>	<b>\$ 218</b>	<b>9.0%</b>	<b>\$ 2,411</b>	<b>145</b>	<b>6.4%</b>	<b>\$ 2,266</b>
<b>Auxiliary Fees</b>										
Sykes Student Union	55			55	\$ 4	7.8%	51	2	4.1%	49
Room (North Campus)	1,856	125	7.2%	1,731	121	7.5%	1,610	85	5.6%	1,525
Food Service: 14-Meal Plan	898	56	6.7%	842	18	2.2%	824	24	3.0%	800
5-Meal Plan	611	38	6.7%	573	12	2.2%	561	16	3.0%	545
10-Meal Plan	824	52	6.7%	772	16	2.2%	756	22	3.0%	734
19-Meal Plan	965	61	6.7%	904	19	2.2%	885	26	3.0%	859
50-Block Plan	560	35	6.7%	524	11	2.2%	513	15	3.0%	498
175-Block Plan	858	54	6.7%	804	17	2.2%	787	23	3.0%	764
<b>Subtotal Auxiliary Fees (w/14-Meal Plan)</b>	<b>\$ 2,809</b>	<b>\$ 181</b>	<b>6.9%</b>	<b>\$ 2,628</b>	<b>\$ 143</b>	<b>5.8%</b>	<b>\$ 2,485</b>	<b>\$ 111</b>	<b>4.7%</b>	<b>\$ 2,374</b>
<b>Total Resident Fees (w/14-Meal Plan)</b>	<b>\$ 5,507</b>	<b>\$ 200</b>	<b>3.77%</b>	<b>\$ 5,307</b>	<b>\$ 361</b>	<b>7.4%</b>	<b>\$ 4,896</b>	<b>\$ 256</b>	<b>2.4%</b>	<b>\$ 4,640</b>
*Not an "Auxiliary" for accounting purposes; however, Health Center fees are developed through the Auxiliary review process and require Council of Trustees approval.										
<b>Miscellaneous Fees (per event)</b>										
Undergraduate Application Fee	\$ 35	\$ 5	16.7%	\$ 30			\$ 30			\$ 30
Graduate Application Fee	35	\$ 10	40.0%	25			25			25
Commencement	56			56			56			56
Credit by Exam	25			25			25			25
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			105	15	16.7%	90
Parking Fines	10			10			10	5	100.0%	5
Parking Permits	30			30			30			30
Transcript	5			5			5			5



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

Council of Trustees  
Resolution  
2003-18

www.wcupa.edu

Proposed

RESOLUTION  
COUNCIL OF TRUSTEES  
WEST CHESTER UNIVERSITY OF PENNSYLVANIA  
MARCH 13, 2003  
**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 JANUARY AND FEBRUARY 2003 FOR THE PURCHASE OF EQUIPMENT, SERVICES AND SUPPLIES.

RECOMMENDED FOR ACTION BY THE COUNCIL OF TRUSTEES

  
\_\_\_\_\_  
Madeleine Wing Adler, President

2/28/03  
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES

  
\_\_\_\_\_  
Carol Aichele, Chairperson  
Council of Trustees

3-13-03  
Date

West Chester University of Pennsylvania  
Purchase Orders and Contracts in Excess of \$5,000.00  
Executed during January 2003  
For the Purchase of Equipment, Services and Supplies

Department	Vendor	Item	Document No.	Amount
Administrative Computing	Sirius Software, Inc. 875 Massachusetts Avenue Cambridge, MA 02139	Janus Server Software Maintenance for the period 12/20/02 - 12/19/03.	27115	\$ 11,200.00
	HP/Compaq Gem Sales P O Box 281858 Atlanta, GA 30384-1858	Web servers and related items needed for implementation of PeopleSoft (1,000 users).	27229	\$ 365,460.00
	Oracle Corporation US Support Sales 1910 Oracle Way Reston, VA 20190	Technical Support Agreement for the period 5/22/03 - 5/21/04	27275	\$ 58,721.52
Biology	Tousimis P O Box 2189 Rockville, MD 20847-2189	Tousimis Autosamdri 815 A CPD package. (To update the Scanning Electron Microscopy Equipment in Biology.)	26642	\$ 10,600.00
Business & Public Affairs	Apple Education Buying Service 2420 Ridgepoint Drive Austin, TX 78754-0898	Computer for use in Research Center Office at McDermott Drive.	26954	\$ 8,687.90
Business Technology Center	Expedite VCS 1025 Old Country Road Westbury, NY 11590	Additional ports for usage of IP Video by State System Universities.	26883	\$ 15,700.00
Dean, Arts & Sciences	Niaid Corporation 42 Digital Drive #6 Novato, CA 94949	Multinuclear Magnetic Resonance Spectrometer.	27156	\$ 12,000.00

West Chester University of Pennsylvania  
 Purchase Orders and Contracts in Excess of \$5,000.00  
 Executed during January 2003  
 For the Purchase of Equipment, Services and Supplies

Dean, Arts & Sciences -- cont'd.	Microscopical Optical Consulting P O Box 586 Valley College, NY 10989	Leica UCT 54 Ultramicrotome (NSF Grant)	27288	\$	31,782.00
Dean, Health Sciences	Pennsylvania Industries for the Blind 1007 North Front Street P O Box 5865 Harrisburg, PA 17110-0865	Furnish and install vinyl flooring in corridors and lobbies of Sturzebecker Health Science Center.	25000051	\$	44,526.18
Environmental Health & Safety	UAI Environmental, Inc. 495 Highland Blvd., Suite 106 Coatesville, PA 19320	Department of Environmental Protection Air Quality Title V Permitting.	331030041	\$	7,500.00
	Earth Protection Services, Inc. 10 South 48th Ave., Suite 4 P O Box 23820 Phoenix, AZ 85063-3820	Hazardous waste lamp disposal service.	331030018	\$	9,500.00
	Simplex Grinnell Fire Protection Systems 120A Domorah Drive Montgomeryville, PA 18936	Replacement fire alarm control panel, wiring and devices for the South Campus Deli Building.	26957	\$	26,271.00
	Simplex Grinnell Fire Protection Systems 120A Domorah Drive Montgomeryville, PA 18936	New magnetic holders for Killinger Hall first floor fire smoke barrier doors.	26956	\$	5,735.00
Facilities	Royal Truck & Equipment 6910 Route 309 Coppersburg, PA 18036	1995 Ford Dump Truck (used) To replace worn out fleet vehicle.	27024	\$	19,377.00

West Chester University of Pennsylvania  
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Executed during January 2003  
For the Purchase of Equipment, Services and Supplies

Facilities -- cont'd.	CollegeNet, Inc. One SW Columbia Suite 100 Portland, OR 977258	Space Management Software Training "Using R25"	27198	\$	6,807.92
	Borough of West Chester Building, Housing & Code Enforcmt 401 East Gay Street West Chester, PA 19380	Design services for the parking structures to be located on Sharpless and Matlack Streets.	6100450007	\$	261,103.78
	Winner Ford 250 Haddonfield-Berlin Road Cherry Hill, NJ 08034	2003 Ford Cargo Van - 3/4 ton Dedicated Compressed Natural Gas (CNG).	26462	\$	20,890.00
Facilities Planning & Construction	Joseph Stong, Inc. 742 W. Front Street Chester, PA 19013	Design and installation of Fire Sprinkler Systems for Killinger Hall, Wayne Hall, and South Campus Apts.167 & 168.	6200590026	\$	716,425.31
	Becker Winston Architects 3637 Lancaster Avenue Philadelphia, PA 19104	Professional Design Services for the window replacement project at Killinger.	6200760001	\$	6,615.73
Geology/Astronomy	G.E.Richards, Inc. P O Box 4806 Lancaster, PA 17604	Savin 2545 Digital Copier	26952	\$	7,590.00
Information Services	Corporate Networking 2960 Skippack Pike Worchester, PA 19490	Key pieces of the University Enterprise Infrastructure for load balancing, security encryption, application caching and compression. Required by PeopleSoft.	26786	\$	44,056.00
Library	Ebsco Publishing P O Box 682 Ipswich, MA 01938	Subscription to PsycArticles	26970	\$	12,320.00

West Chester University of Pennsylvania  
Purchase Orders and Contracts in Excess of \$5,000.00  
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For the Purchase of Equipment, Services and Supplies

Lockshop	Best Access Systems Church & Green Streets P O Box 293 Malvern, PA 19355	Parts to recore Tyson Hall locks for security purposes.	27000	\$	6,346.40
Pennsylvania Literature & Writing Project	Taggart Printing Corporation 323 S. Matlack Street West Chester, PA 19382	Printing of the Youth Program Brochure	27134	\$	11,944.02
Physical Plant	Reuter Hanney Northampton Industrial Park 149 Railroad Drive Ivlyland, PA 18974-1448	Service and retrofill the Allis Chambers main oil circuit breakers. These are the switches that handle the 34,000 volt service to the University.	26340	\$	5,210.00
	Philips Brothers Electrical Cont. 235 Sweet Spring Road Glenmoore, PA 19343	Repair 4160 V G.E. Switching Mechanism.	27292	\$	5,412.61
	TMA Systems 6846 South Canton, Suite 510 Tulsa, OK 74136	Facilities Maintenance System Software consulting services.	3240PT3010	\$	6,500.00
Provost	State System of Higher Education Office of the Chancellor Finance and Administration Dixon University Center 2986 North Second Street Harrisburg, PA 17110	Keystone University Network participation fee. (January - June 2003)	26789	\$	14,875.00
Public Relations & Marketing	Philadelphia Newspapers, Inc. P O Box 828357 Philadeiphia, PA 19182-8357	Advertisements (Graduate Open House and Free Room & Board)	26921	\$	10,812.16

West Chester University of Pennsylvania  
Purchase Orders and Contracts in Excess of \$5,000.00  
Executed during January 2003  
For the Purchase of Equipment, Services and Supplies

Publications	Alcom Printing 140 Christopher Lane Harleysville, PA 19438-2034	Printing of the 2003-04 Graduate Catalog	27207	\$	10,001.00
	Alcom Printing 140 Christopher Lane Harleysville, PA 19438-2034	Printing of the 2003-04 Undergraduate Catalog	27208	\$	12,695.00
Residence Life & Housing Services	Blockhouse Company c/o Quality Products & Service 3285 Farmtrail Road York, PA 17402	Replace worn furniture covers (seats and backs) at the South Campus Apartment Complex.	27307	\$	13,598.40
School of Music	Walker Technical Company 6610 Crown Lane Zionsville, PA 18092	Walker Paradoz System - last payment for School of Music organ contract.	26947	\$	22,695.00
Sports Medicine	Xitron Technologies 9770-A Carroll Centre Road San Diego, CA 92126	Hydra Bio-Impedance Analyser System	26872	\$	5,508.53
Telecommunications	Comcast P O Box 3007 Southeastern, PA 19398-3007	Student Cable Services for the period 9/1/02 - 12/27/02.	26909	\$	66,890.90
	Comcast P O Box 3007 Southeastern, PA 19398-3007	Student Cable Services for the period 12/28/02 - 1/27/03.	27067	\$	17,160.30

West Chester University of Pennsylvania  
Purchase Orders and Contracts in Excess of \$5,000.00  
Executed during January 2003  
For the Purchase of Equipment, Services and Supplies

VP Information Services	Graybar Electric Company 1550 S. Warfield Street Philadelphia, PA 19146	Equipment to test optic cable installations.	27332	\$	15,956.00
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West Chester University of Pennsylvania  
 Purchase Orders and Contracts in Excess of \$5,000.00  
 Executed during February 2003  
 For the Purchase of Equipment, Services and Supplies

Department	Vendor	Item	Document No.	Amount
Library	JSTOR 120 5th Avenue Fifth Floor New York, NY 10011	2003 Titles Database Access	27330A	\$ 12,930.00
Grounds	KEK Construction Company 1401 Marshallton-Thorndale Road Downingtown, PA 19335	Snow/Ice removal from 201 Carter Drive	25442 27377	\$ 13,500.00
Environmental Health and Safety	Heritage Environmental Services, Inc. 2851 South Avenue Suite 1 Toledo, OH 43609	Hazardous Waste Disposal for the period 12/12/02 - 12/12/03.	27239	\$ 25,000.00
VP Information Services	Amherst Computer Sales 40 Continental Blvd. Merrimack, NH 03054	Network switches and modules for use in PeopleSoft and BC/DR projects.	27471	\$ 6,834.70



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

Council of Trustees  
Resolution  
2003-19

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PROPOSED

RESOLUTION

COUNCIL OF TRUSTEES

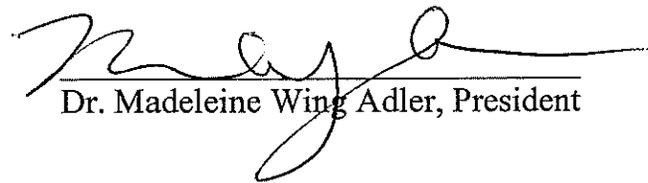
WEST CHESTER UNIVERSITY

May 21, 2003

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.

Professor Michael Peich

APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES

  
\_\_\_\_\_  
Dr. Madeleine Wing Adler, President

May 21, 2003  
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES

  
\_\_\_\_\_  
Ms. Carol Aichele, Chairperson  
Council of Trustees

May 21, 2003  
Date

**Professor Michael Peich** (pronounced "Pike")

Professor Michael Peich (English Department) has brought national recognition to West Chester University through his efforts on behalf of contemporary poetry. He inaugurated the West Chester University Poetry Conference in 1995, and established the West Chester University Poetry Center in 2000. In 2002, Professor Peich was awarded the National Endowment for the Humanities (NEH) Challenge Grant to establish a permanent endowment for the Poetry Center. This is the first major humanities grant received by West Chester University. Professor Peich and the Poetry Center join an elite group of twenty-eight (28) universities and organizations nationwide to be recognized by the NEH for the excellence of their contributions to the humanities.

In the November 2000 issue, *Philadelphia Magazine*, devoted a feature article to the poetry conference in which West Chester University was praised for supporting the arts. In June 2001, *The Philadelphia Inquirer*, noted that the conference is "the nation's most intellectually rigorous conference for poets." West Chester University's pre-eminence in poetry has also received international acclaim. In 1999, N.S. Thompson in a *Times Literary Supplement* piece wrote, "America may be the enterprise culture sans pareil, but it manifested its literary side in West Chester in a spirit of collaboration, honoring mentors and fostering the talents of its diverse participants."

In addition, Professor Peich has established the Aralia Press which is the leading poetry fine press in the nation. Assisted by his students, who study editing and production under his tutelage, Professor Peich has issued an impressive list of contemporary poets during the past nineteen years. All of the books are hand-made by Peich and his students in a centuries old pressroom on the fifth floor of the Francis Harvey Green Library. In 1996, an Aralia book, *Poems for the New Century*, was chosen in a juried competition by the American Institute of Graphic Arts (AIGA) as one of the year's fifty best designed books. Articles about Aralia have appeared in the *Philadelphia Inquirer*, the National Reading Association's journal, *Reading Today*, and Chester County's own *Daily Local News*.

Despite his extremely busy schedule, Professor Peich continues to write and publish essays, and present papers and presentations nationally. He has recently begun reviewing poetry books for the *Philadelphia Inquirer*.

As a result of the endeavors of Professor Michael Peich, West Chester University is an internationally recognized poetry center.

A B C D E F G H I J K L M N O P Q R S T U V X Y Z

Jerry Kelly LLC

80 East 11 Street · Room 634 · New York, NY 10003

Telephone: 646-654-6858 · Fax: 646-654-6859

Dr. Linda Lamwers  
Provost  
West Chester University  
West Chester, PA 19383

23 April 2003

Fax: 610-436-3406

Dear Dr. Lamwers;

I am writing this letter in support of the nomination of Professor Michael Peich (English Department) for the West Chester University Trustees' Achievement Award. While I am familiar with Prof. Peich's work mainly in the fields of publishing and fine printing, I am also aware that he has made other significant contributions to contemporary literature through his teaching, and through his establishment of the West Chester University Poetry Conference; but it is mainly on his printing and publishing activities which I can base my comments on.

Michael Peich established the private printing establishment, The Aralia Press, at West Chester in 1983. His models were the famed presses of Harry Duncan (Cummington Press) and Kim Merker (Sone Wall and Windhover Presses). He emulated both in his approach to fine printing, using classic typefaces in elegant but fresh ways. Most importantly, Michael Peich has always valued the importance of the text as central to Aralia Press publications. As Dave Mason (Colorado College) wrote in his introduction to *The Work of the Aralia Press* (2000): "... I open Michael Peich's Aralia Press books with such pleasure. Not only do their understated designs allow pride of place to words on the page, but words tend to be well chosen, the poems adroitly made, whether in free verse or meter." Michael Peich has sought out fine new writing, much of which might not have been published had it not been for the Aralia Press. The list of authors published by Peich and Aralia reads like a veritable "Who's Who" of contemporary writing: Dana Gioia (now chairman of the National Endowment for the Arts), Philip Levine (currently "Poet in Residence" for WNYC/NPR), Dave Mason, Richard Wilbur, and Donald Justice are just a few of the poets whose names grace the pages of Aralia's seventy or so editions. Gioia has written that the Aralia Press's 1991 edition of his poems, *Planting a Sequoia*, "remains ... closest to [his] heart." In addition, visual artists such as John DePol and Fulvio Testa, have also been printed by the Aralia Press.

The Aralia Press publication, *Poems for the New Century*, was recognized by the American Institute of Graphic Arts as one of the fifty finest designed books of 1996. That collection was hand set in Lutetia and Romulus open types (two fine fonts by the famous Dutch type designer, Jan van Krimpen [d. 1958]) and printed on imported mould-made Zerkall paper. The portfolio boxes were hand made, and covered in

imported Japanese silk cloth. Exceptional materials such as these have always been a hallmark of Aralia Press publications. Several years ago Peich acquired a large range of Jan van Krimpen's Romanée types, manufactured in Holland, for use at the Aralia Press. This makes Aralia one of only a handful of presses in the country using this respected type family. In addition, Emerson, Bembo, Garamond, Spectrum, Delphin, Weiss, and other fine types are employed at Aralia, giving it's proprietor a wide assortment of now rare material for use in Aralia Press books. It is safe to say that it would be well nigh impossible to assemble such a distinguished group of metal type fonts today.

It is inevitable that Peich's interest in both superior writing and fine printing have resulted in important original research in these areas. In this regard it should be noted that Peich has written the definitive bibliographies of the Red Ozier Press & the Penmaen Press, as well as a study of contemporary printers work with the celebrated poet Dana Gioia, *Dana Gioia & Fine Press Printing*. Professor Peich has also published studies of Carroll Coleman of The Prairie Press and William Everson of the Lime Kiln Press.

In addition to his activities as printer, publisher, and author, Peich has also contributed to the field by serving for many years on the board of the American Printing History Association, where he has also served two stints as Vice President of Publications.

With the retirement of Kim Merker and the passing of Harry Duncan there are few if any practitioners of fine printing active today who can even come close to matching Peich's reputation in the publishing of significant texts in fine editions. Based on his record over the past twenty years in this one sector alone Professor Peich could be deemed worthy of the esteem of his colleagues. His printing and publishing activities, in combination with his other efforts on behalf of contemporary literature, are a remarkable contribution to the field – worthy of recognition by his peers.

Sincerely,

A handwritten signature in cursive script that reads "Jimmy Kelly". The signature is written in black ink and is positioned below the word "Sincerely,".



NATIONAL ENDOWMENT FOR THE ARTS

The Nancy Hanks Center  
1100 Pennsylvania Avenue NW  
Washington DC 20506-0001  
202/682-5400

April 4, 2003

*Office of the Chairman*

To Whom It May Concern:

I am delighted to have the opportunity to recommend Michael Peich for the West Chester University Trustee's Lifetime Achievement Award. He is both a fine arts printer and a literary administrator of international reputation whose remarkable achievements have made WCU into a major center for both American poetry and book arts.

Michael Peich's Aralia Press, which was founded at West Chester University twenty years ago, is now widely regarded as one of the two or three finest literary fine presses in North America. Recent exhibitions at Swarthmore and Colorado College as well as numerous articles in the general press attest to the universally high regard in which Aralia is held.

Mike has not only produced a singularly distinguished list of books from this press; he has also used it as a workshop to teach printing and book arts to WCU undergraduates. There is probably no finer undergraduate course on the Eastern Seaboard.

Mike's other celebrated accomplishment is the West Chester poetry conference, which he co-founded nine years ago and currently serves as sole director. This conference is now the largest annual all-poetry conference in the U.S., but its importance goes beyond mere size. As its wide press coverage demonstrates, the conference has been enormously influential in American letters.

Mike accomplished this cultural triumph with little WCU funding in the early years, and he successfully managed through several financial crises without ever letting the conference suffer in artistic or scholarly terms. This feat required uncommon courage, discipline, and vision. Recently recognized by a National Endowment for the Humanities Challenge Grant, the poetry conference is now perhaps the most celebrated academic program ever associated with WCU.

I find it hard to imagine anyone more deserving of the WCU Trustee's Lifetime Achievement Award.

Sincerely,

Dana Gioia