

Council of Trustees Resolution 2002-12

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Proposed

RESOLUTION

COUNCIL OF TRUSTEES

WEST CHESTER UNIVERSITY OF PENNSYLVANIA

MARCH 14, 2002

PURCHASE ORDERS AND CONTRACTS

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES THE LIST OF PURCHASE ORDERS AND CONTRACTS IN EXCESS OF \$ 5,000 EXECUTED DURING JANUARY AND FEBRUARY, 2002 FOR THE PURCHASE OF EQUIPMENT, SERVICES AND SUPPLIES.

RECOMMENDED FOR ACTION BY THE COUNCIL OF TRUSTEES

Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES

Laurence Harmelin, Chairperson

Council of Trustees

March 14, 2002

West Chester University of Pennsylvania Purchase Orders and Contracts in Excess of \$5,000 Executed during January, 2002 For the Purchase of Equipment, Services and Supplies

<u>Department</u>	Vendor, Item, and Document Number		<u>Amount</u>
Bursar Office	AFSA Data Corporation Services related to the Higher Education reporting requirements of the Taxpayer Relief Act of 1997 20637	\$	44,000.00
Business Services	ITS Mailing Systems Ascon Hasler fold & insert machine for the Accounts Payable Department 20743	\$	6,995.00
Business Technology Center	Wire One Network service support for the equipment used on SSHEnet video conferencing 20443	\$	9,985.00
Communicative Disorders	Grason-Stadler, Inc. A audio screening meter and a ear analyzer for testing and evaluating students 20753	\$	10, 722.50
Facilities Division	Miller Flooring Furnish and install rubber flooring in the weight room at Sturzebecker Health Science Center 6301380010	\$	33,410.00
	Brinjac Engineering, Inc. Provide electrical and mechanical design services related to phase 1 of the University Technology Master Plan for improvements 6301440004	\$	31,196.00
	Arris Engineering Group Ltd. Consulting services for the upgrade of the main electrical campus substation and 13.2v line to east campus 6301650004	\$'	142,304.00
	PeopleSoft USA, Inc. License Agreement for software maintenance and support from: 12/23/01 to 12/22/02 6100250025	\$	43,623.36
	STV Architects Additional architectural and engineering services for the LAN installation project 6200380027	\$	10,460.52

<u>Department</u>	Vendor, Item, and Document Number		<u>Amount</u>
Facilities Division	RPA Associates, Inc. Provide investigative services which will outline a detailed plan to repair the existing façade at Goshen Residence Hall 62-0003	\$	48,967.00
	TMI Commercial, Inc. Plumbing renovations for Killinger Residence Hall ADA up-grades 6200620006	\$	18,970.00
	Ciber, Inc. Consulting services to plan and assess the implementation of PeopleSoft records for Financial Aid and Student Accounts 6100250021	\$2	56,150.00
	F.W. Houder, Inc. Change Order No. 7 Additional general construction work to the pool area of Hollinger Field House 630070A.1	\$	13,710.00
	Fox Chase Masonry Restoration, Inc. Change Order No. 5 to construct new ADA ramp at Traditions Dining Hall. 62-0049.1	\$	21,483.31
	Fox Chase Masonry Restoration, Inc. Change Order No. 7 for additional general construction work in Traditions Dining Hall 62-0049.1	\$	25,910.99
Fiscal Affairs	Dell Computer Company Computers (6 ea.) needed to support PeopleSoft upgrade and training. This order replaces PC 19622 with IBM Corporation for \$7,602.14 which was cancelled for non-delivery of equipment 20774	\$	7,924.00
Graphics & Printing	Type A Graphics Blanket order for computerized negative output of film 17128	\$	9,000.00
Information Services	ePlus Technology of PA Computers (5 ea.) for scheduled campus-wide computer upgrade 20932	\$	5,186.25

<u>Department</u>	Vendor, Item, and Document Number	<u>Amount</u>
Information Services	Smart Force Renewal of Smart Force software license agreement used for training and development from: 12/22/01 to 12/22/02 20809	\$ 11,084.00
Inventory	Weiss Brothers Paper Co. Toilet tissue 600 cases 20707	\$ 15,750.00
Library	Proquest Subscription renewal for ABI/Inform online research from: 3/01/02 to 02/28/03 20878	\$ 8,530.00
:	Palinet Subscription for full service electronic journals for Serial Department from: 1/01/2002 to 12/31/02 20778	\$ 15,000.00
Physical Plant	Penn Panel and Box Company Replacement electrical panels with various breakers for F.H. Green Library 20431	\$ 14,545.00
President's Office	Collegiate Apparel Purchase of Academic Regalia for use at commencement ceremonies 20435	\$ 5,885.23
Psychology Department	Rothwell Document Solutions Payoff of lease for Gestetner 3355 digital copier 21091	\$ 10,757.00
Public Relations	KYW News Radio Advertisement of the Graduate Open House on 01/02/02 through 01/07/02 20448	\$ 15,000.00
	Philadelphia Newspaper, Inc. Advertisement of the Education Guide in the Philadelphia Inquirer on January 6, 2002 and the Daily News on January 8, 2002 20449	\$ 9,193.00
	Philadelphia Newspaper, Inc. Advertisement of the Adult Studies Open House and the Graduate Studies Open House in the Philadelphia Inquirer from: January 2 through January 8, 2002 21035	\$ 10,676.76

<u>Department</u>	Vendor, Item, and Document Number	<u>Amount</u>
Publications Department	Phillips Brothers Printing Printing of WCU 2002-03 Graduate Catalogs 20964	\$ 7,424.00
School of Music	Brook Mays French horns (6 ea.) 20714	\$ 6,116.00

West Chester University of Pennsylvania Purchase Orders and Contracts in Excess of \$5,000 Executed during February, 2002 For the Purchase of Equipment, Services and Supplies

<u>Department</u>	Vendor, Item, and Document Number	<u>Amount</u>
Administrative Computing	Computer Associates International, Inc. Three year MIPS software license agreement for main frame computer. This purchase order is for one year from: 12/19/01 to 12/18/02 20517	\$ 36,236.00
	ePlus Technology of PA 16-system console switches, monitor switches and other computer hardware needed for the main frame computer 21252	\$ 11,430.87
Environmental Health & Safety	Heritage Environmental Services, Inc. Hazardous waste removal and disposal contract from: 02/01/02 to 02/01/03 21159	\$ 25,000.00
Facilities Division	Miller's Welding Services, Inc. ADA handrails needed for science trailers located behind the Boucher Science Building	\$ 5,500.00
	John Savoy & Son, Inc. Dormitory furniture for the 3 rd floor of Wayne Residence Hall 21142	\$ 73,728.48
	K & K Mechanical, Inc. Change order No. 1 for connecting the water and sanitary lines under the science trailers located behind the Boucher Science Building 63-0120.3	\$ 12,132.95
	The Protection Bureau Provide and install a replacement access system in McCarthy Residence Hall 6200030004	\$ 18,450.00
	Read's Moving Systems, Inc. Moving services for the relocation of Fiscal Affairs from Wayne Residence Hall to 201 Carter Drive 6301370017	\$ 10,887.25

<u>Department</u>	Vendor, Item, and Document Number	Amount
Facilities Division	Minahan Construction Masonry walls to reconfigure open office areas to student rooms in 3 rd floor of Wayne Residence Hall 6301830001	\$ 6,700.00
Information Services	ePlus Technology of PA Computers (69 ea.) and (21 ea.) flat monitors for scheduled campus-wide computer upgrade 21163	\$ 79,959.54
	Powerware Renewal maintenance agreement for UPS battery back-up system from: 03/22/02 to 03/21/03 21204	\$ 5,240.00
	Anixter Inc. New phone system for Fiscal Affairs at 201 Carter Drive 21170	\$ 19,123.60
Publications Department	Phillips Brothers Printing Printing of WCU 2002-03 Undergraduate Catalogs 20965	\$ 13,472.00
Registrar's Office	EPOS Corporation Annual telephone registration system software maintenance from: 12/01/01 to 11/30/02 21254	\$ 6,502.00
School of Education	Classroom Connect License agreement to connect the University to on-line technology courses. Classroom Connect is a partner in WCU PT3 grant 21239	\$ 16,500.00
Student Health Center	Pharmedix Blanket order for pre-packaged prescription medicine for students from: 02/04/02 to 06/15/02	\$ 9,800.00



APPRAISED PROPERTY



APPRAISED PROPERTY



APPRAISED PROPERTY



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APPRAISED PROPERTY



APPRAISED PROPERTY



Council of Trustees Resolution 2002-13

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Proposed

RESOLUTION COUNCIL OF TRUSTEES WEST CHESTER UNIVERSITY OF PENNSYLVANIA MAY 14, 2002

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY, BY BOARD OF GOVERNORS POLICY (1984-09) AND ACT 188, IS AUTHORIZED TO APPROVE THE CAMPUS CODE OF CONDUCT AS RECOMMENDED BY THE PRESIDENT OF THE UNIVERSITY.

THE CODE OF CONDUCT, WHICH IS ATTACHED, HAS BEEN REVIEWED AND APPROVED BY OUR GENERAL COUNSEL AS WELL AS THE PRESIDENT OF THE UNIVERSITY AND VICE PRESIDENT FOR STUDENT AFFAIRS. THE RECENT CHANGES THAT HAVE BEEN MADE IN THE CODE HAVE BEEN HIGHLIGHTED IN A SEPARATE ATTACHMENT.

THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY APPROVES THE REVISED CAMPUS CODE OF CONDUCT FOR IMPLEMENTATION THROUGH OUR CAMPUS JUDICIAL PROCESS EFFECTIVE MAY 14, 2002.

Dr. Lindá L. Lamwers, Acting President

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES

aurence Laurence Harmelin, Chairperson 5/14/02

Council of Trustees

MEMORANDUM

TO:

Members of the Council of Trustees

FROM:

Paul M. Oliaro

Vice President for Student Affairs

SUBJECT:

Addition to Code of Conduct

Rams Eye View Handbook

DATE:

April 25, 2002

Printed below is an addition to our Code of Conduct in the Rams Eye View Handbook. This addition is to be included in our Disciplinary Process section of the handbook on page 81. It will be included under the section entitled II Sanctions; and will be added as Item 13.

The proposed text is as follows:

13. Fines: Students found responsible for violating the alcohol and/or alcohol containers violation (#7) will be fined as follows: First Offense - \$50 - and participation in the Alcohol.edu educational experience; Second Offense - \$100 - and participation in the Life Skills Educational Seminar; Third Offense - \$200. The student must make payment directly to the Bursar's Office within 30 days from the exit date of the Sanction Assessment Form. This mandatory fine will be in addition to the other range of sanctions as described above (IIA,1-12). The only exception to this fine is in the event a student produces documentation from District Court verifying that the student did pay appropriate fines and court costs for the same offense; the offense will be counted for progressive fining purposes.

According to our legal counsel, this proposal is consistent with the Board of Governors policy which allows for a Fine Sanction. We have reviewed this proposal internally, with students and with the President, and feel that it is an appropriate step to reduce alcohol related offenses.



Council of Trustees Resolution 2002-14

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PROPOSED

RESOLUTION

COUNCIL OF TRUSTEES

WEST CHESTER UNIVERSITY

May 14, 2002

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

Professor Phillip Donley

APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES

Dr. Linda L. Lamwers, Acting President

May 14, 2002

Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES

Mr. Laurence Harmelin, Chairperson

Council of Trustees

May 14, 2002

Date



Council of Trustees Faculty Emeritus Award – 2002

Mr. Phillip B. Donley

Mr. Donley came to West Chester University in 1965 as an Associate Professor of Health and Physical Education. He was also hired to serve as the Head Athletic Trainer at that time. Professor Donley was clearly a visionary for his field of athletic training, athletics and the academics involved. He was a very valued and highly respected faculty member and held high expectations for athletes, coaches and his colleagues. One example of his vision was being the first to hire a full-time female college athletic trainer in the United States, and he expanded the program into a co-ed status that was one of the first in the country. During Professor Donley's tenure at West Chester University, he was instrumental in turning a "service oriented" athletic training program to athletes and teams into a major for Athletic Training Certification. This set the stage for the program to develop into its own Department of Sports Medicine in the School of Health Sciences. Professor Donley's reputation in the athletic training and physical therapy professions has earned him numerous state and national honors. In 1986, Professor Donley was named the "Distinguished Athletic Training Educator of the Year", and in 1991 he was elected to the Hall of Fame of the National Athletic Trainers Association. Professor Donley has brought national recognition to West Chester University by his excellent reputation and exemplary service within his field.



Council of Trustees Resolution 2002-15

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PROPOSED

RESOLUTION

COUNCIL OF TRUSTEES

WEST CHESTER UNIVERSITY

May 14, 2002

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY CONFERS THE DESIGNATION OF EMERITUS UPON:

Frank Q. Helms

APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES

Dr. Linda L. Lamwers, Acting President

May 14, 2002

Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES

Mr. Laurence Harmelin, Chairperson

Date

Council of Trustees



Council of Trustees Emeritus Award — 2002

Mr. Frank Q. Helms

Upon his retirement from West Chester University in 2001, Mr. Helms had served as Director of Library Services for over thirty-five years. During those years, Mr. Helms turned a relatively small academic library into a state-of-the-art university library. Upon his arrival to campus in 1966, the library's book collection numbered 77,000 volumes and a periodical collection of 640 titles. The current book collection totals more than 580,000 volumes and the periodical collection has quadrupled in size. During Mr. Helms' tenure, he helped to integrate technology into the library by updating services offered by the library. Mr. Helms' vision and innovative spirit kept the Francis Harvey Green Library on the cutting edge. Mr. Helms played a major role in collaboration with the State System of Higher Education by his work as a member of the Library Council (SSHELCO). His interaction with various constituencies on the West Chester University campus enabled many people to experience Mr. Helms' abilities as a decision-maker, a problem solver, and innovative thinker and a diplomat. He has also made significant contributions to both regional and state organizations in his professional field by holding elected and appointed offices. Over the years, Mr. Helms excelled with fundraising success as an advocate for the library. Most recently, he worked with the Development Office to establish an endowment for the library of \$1,500,000. His accomplishments have been outstanding, and he has a history of being a dedicated and valued member of the West Chester University community.



Council of Trustees Resolution 2002-16

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PROPOSED

RESOLUTION

COUNCIL OF TRUSTEES

WEST CHESTER UNIVERSITY

May 14, 2002

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. Stacey Schlau

APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES

Dr. Linda L. Lamwers, Acting President

May 14, 2002

Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES

Mr. Laurence Harmelin, Chairperson

Council of Trustees

May 14, 2002

Date



March 19, 2002

Dear Members of the Academic Recognition Committee:

I can think of no scholar and teacher who more deserves to receive the Council of Trustees Achievement Award than Dr. Stacey Schlau, an innovative and enthuiastic leader in her fields of research. Because I do not know Dr. Schlau personally, my opinion is based exclusively on her published work and her presentations at national and international conferences. I shall not list her numerous publications and scholarly presentations, which are part of a professional record known to you. Instead, I shall present for your consideration a summary of her impact on Hispanism.

Dr. Schlau would be the first to credit predecessors in the fields in which she has excelled, but without exaggeration I qualify her as a pioneer in the same. She has brought attention to neglected fields of inquiry, brought together disciplines that had operated independently and brought along other scholars in her wake. Panels, symposia and publishing fields exist today that did not exist twenty years ago, thanks to her keen intellect and her boundless enthusiasm. I have no doubt that she will continue to push boundaries, to widen the scope of inquiry for Hispanists, by producing first-rate articles and books and sharing her findings with colleagues in the United States and abroad.

Her influence on other scholars is enormous. One need only pick up a book on colonial women published in Spanish America or Spain to conclude that her influence extends to academics and social activists abroad. Her influence is both general and particular: general, because any scholar who writes on a related field can use her publications as models for approaching a similar scholarly problem; particular, because her publications are based on painstaking, original research and become authoritative for other scholars who wish to write about the same topics or authors.

Just as important, Dr. Schlau is shaping scholars-to-be: she is creating a legacy for herself and her University. Proof of this lies in the fact that her books and articles are required reading in my graduate courses and for every graduate student here at the University of Virginia who is writing a Master's or Ph.D. thesis on women and the Inquisition in Spain or Spanish America; conventual cultures in Spain or Spanish America; rhetorical conventions and religious women; Teresa de Cartagena; Teresa de Avila; orthodox and unorthodox discourses in the New World; sexuality and demonology; etc. Believe me when I say that thesis topics abound in the *footnotes* of any publication by Dr. Schlau.

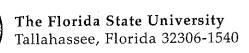
Many scholars communicate effectively with other scholars, and some communicate effectively with other scholars and scholars-to-be. Dr. Schlau is a scholar who both demonstrates excellence in all she presents and in all she writes and teaches students what it means to be a scholar engaged with one's materials and one's world.

I recommend her to you wholeheartedly and without reservations.

Sincerely,

Ruth Hill, Ph.D.

Asst. Prof. of Spanish



Department of Modern Languages and Linguistics 362 Diffenbaugh

Telephone: (850) 644-3728 • Fax: (850) 644-0524

April 14, 2002

Academic Recognition Committee Office of the Provost Philips Memorial Building Room 103 West Chester University West Chester, PA 19383

Dear Committee Members:

It is a great pleasure to write this letter of evaluation of Professor Stacey Schlau's scholarly achievements in the field of Hispanic studies and Latin American Literature. After reviewing her publications and materials in support of her nomination, I am pleased to strongly recommend her for the Council of Trustees Achievement Award that recognizes distinguished scholarly achievements by a current faculty member of West Chester University.

First, I should mention that I have been quite familiar with Professor Schlau's books and eminence in the field for many years. Foremost, she is one of the most engaging, original and dazzling scholars in Hispanic studies and a pioneer for her critical and archival work on Latin American colonial literature and early modern women studies. Her stature in Academia is not only based on her research and writing, but also on her well-recognized leadership, commitment and professionalism. Two and a half years ago, I was elected to the Modern Language Association's executive committee for Colonial Latin American Literature, and I was able to witness the transformation in organization and planning it took place after Professor Schlau became president of this important committee, which sets the agenda for the field.

As a graduate student at the University of Wisconsin-Madison, I remember when her first book, the bilingual edition and translation *Untold Sisters* (a collaboration with Electa Arenal) was published and, immediately became required reading in one of the courses on Early Modern Spanish Literature in my program. Before the publication of this collection in 1989, she had already published some significant essays. However, this study, translation and edition gave her a place in the field, and more significantly, inspired the research of many young scholars in Early Modern Hispanic studies. She

charted a direction by putting women's writing, well neglected for decades, in the agenda for research and teaching in the United States and Spanish speaking countries. In other words, she has contributed to legitimating the Spanish and Spanish American women's literary tradition. In the Preface to *Untold Sisters*, Schlau and Arenal underlined: "We wanted to discover and make available other materials that would lead to a fuller understanding of women's social, cultural, and intellectual history in Spain and Hispanic America." In the groundbreaking edition and translation *Viva al siglo, muerta al mundo: Obras escogidas de/Selected Works by María de san Alberto* (1998), Professor Schlau continues her previous project by incorporating to the canon a multigenre body of unknown works by the nun María de san Alberto.

Stacey Schlau's academic work is certainly multifaceted, interdisciplinary and deeply original. She has been able address insightfully some of the most important critical issues in literary and cultural studies and their clear implications in teaching. She has dealt with problems of race, class, ethnicity and gender in the literature and culture of the Spanish Golden Age, the Latin American Colonial period and Modern and Contemporary Latin America. It is obvious that her concern moves well beyond the aesthetics of Hispanic literature to explore broader conceptions of culture and history.

In Professor Schlau's research and writing, she demonstrates the unique ability of working from a transatlantic perspective and making connections between periods. Her research, writing and collaborative efforts also demonstrate a deep understanding of the philosophies, history and critical theories that dominate in intellectual culture today. As Professor Arenal mentions in her support letter, Schlau's latest book, *Spanish American Women's Use of the Word* (2001), "takes up the challenge of contemporary theories-new historical and critical race theory in addition to feminist and gender theory-examining them critically and suggesting fruitful applications."

Spanish American Women's Use of the Word is a comprehensive and lucid exploration of the intersection of social discourses in Spanish American women's writings, their criticism (in the United States and Latin America) and feminist theories. It is an insightful discussion of some of the most studied women writers, such as Gertrudis Gómez de Avellaneda, Clorinda Matto de Turner, Flora Tristán, Domitila Barrios and Marta Traba and a comparison of their works and projects with other lesser-known writers. It cuts across centuries to provide a different depiction of women's life, struggles and intellectual efforts in Spanish America. In many ways, it revises Spanish American literary history, proposing a new model to read and interpret women's literary and cultural production by considering their history and the events they witnessed, the ways in which the oral and written modes blurred, and the understanding of the continuity and ruptures from their traditions. I believe that this book by Stacey Schlau will become another indispensable reading among students and scholars in the field.

The proposed project Gendered Crime and Punishment: Colonial Latin American Women and the Inquisition promises to continue the level of excellence Professor Schlau has established in her previous work. It is well conceived, extremely relevant for scholars in many disciplines, and most of all, deeply original. There are many studies about the Inquisition, but they are historical in nature. This study will be different because of the diverse sources that she will deal with, and its linguistic, cultural and interdisciplinary approach. In this project, she will study women's writings accused by the Inquisition in Latin America and Spain to deal with textual negotiations and strategies of representation

of their experience and survival. Professor Schlau outlines the range of crimes she will deal with: "primary heterodoxy, dealings with the devil, and lapsing into Jewish practices; secondary witchcraft, transgendering, blasphemy and bigamy." By targeting such a diversity of texts from different regions, once more, Professor Schlau will uncover a vast body of primary sources revealing hidden aspects of the cultural, religious and political experience of women in Latin America during the colonial period.

By her letters of support, reviews of her books, requests to evaluate essays and books for publishers, and Academic leadership positions that she has occupied, it is obvious the distinguished place that she occupies among Hispanists internationally. Professor Stacey Schlau has published in leading university presses for Latin American and Hispanic Studies and in the most prestigious journals in Hispanic literary and cultural studies such as MLN, Hispania, Latin American Literary Review, Modern Language Studies, and the Journal of Hispanic Philology. By looking at the quality and quantity of her publications and comparing them to the production of scholars in Spanish and Latin American literature programs in the most prestigious research universities in the U.S., it is clear that her strong record competes and, in many cases, supercedes the work of renowned scholars at these institutions. West Chester University needs to recognize the excellence and high standards in scholarship, teaching, and leadership that Professor Stacey Schlau provides to her students, her institution and the Academic community. She represents the ideal recipient of the Council of Trustees Achievement Award because of her love, care and commitment to advance knowledge in her field.

Respectfully,

Santa Arias

Associate Professor of Spanish and Latin American Literature



Council of Trustees Resolution 2002-17

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Proposed

RESOLUTION

COUNCIL OF TRUSTEES

WEST CHESTER UNIVERSITY OF PENNSYLVANIA

MAY 14, 2002

LOST KEY REPLACEMENT FEE

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES THAT THE LOST KEY REPLACEMENT FEE BE INCREASED \$5 – FROM \$25 TO \$30 EFFECTIVE FALL 2002. THIS NON-REFUNDABLE FEE IS CHARGED TO THOSE STUDENTS WHO LOSE THEIR ROOM KEY AND REQUIRE THE REPLACEMENT OF THE LOCK AND THE ISSUANCE OF NEW KEYS.

APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES

Linda L. Lamwers, Acting President

Approved Pending Action By THE COUNCIL OF TRUSTEES

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES

Laurence Harmelin, Chairperson

Council of Trustees

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LOST KEY REPLACEMENT FEE

The University currently charges \$25 to students who lose the key to their dormitory room. This non-refundable fee is charged to cover the costs to rekey the lock's core and issue new keys to both roommates.

In order to improve service to students, Residence Life has changed the way it handles situations when students lock themselves out of their room. In the past, the student was responsible for finding a staff member, who then had to access the building master key, escort the student to their room, and give them access. Now, students may sign out a temporary loaner key for their room from the front desk by showing their ID, let themselves in, and return the loaner key and retrieve their ID.

With this new lockout policy, three keys are made every time a lock is changed - two for the roommates, and one for the keybox storing the temporary loaner keys. Consequently, the Lost Key Replacement Fee needs to be raised to \$30.00 which covers the charge of \$25 for the lock core change and two roommate keys, plus \$5.00 for each extra key over the two standard keys.