EDINBORO UNIVERSITY OF PENNSYLVANIA

MAINTENANCE OF RESIDENCE PROVIDED BY THE COMMONWEALTH-
Policy No. D009

Supersedes Policy No. D009, Dated 12/5/83 and 12/17/91

Recommended for Approval By Richard E. Morley, Vice President for Financial Operations and Administration

Approved By Foster F. Diebold, President on February 21, 1996

Review Date: As Required

INTENT

The home and grounds at 214 Meadville Street, Edinboro, Pennsylvania, have been designated as the official residence of the President of Edinboro University of Pennsylvania since 1931. Eight Presidents have used this property as their residence as a requirement of their employment. In addition to serving as the residence of the President, the home and its environs are utilized by the President and his wife for the purpose of hosting official University functions such as business meetings, receptions, luncheons, and dinners. These functions are an integral part of satisfying the goals and objectives assigned to the President and the development of University relations with students, faculty, staff, alumni, members of the community, special friends, and official guests of the University.

The President’s residence is a unique Commonwealth property which is a landmark in the Borough of Edinboro and in Northwestern Pennsylvania. Originally built as a private residence in 1885, it was the home of several prominent Edinboro families who helped develop the community and were closely associated with the Normal School and the State Teacher’s College which has evolved into Edinboro University of Pennsylvania directly across Meadville Street. The property was first acquired by the Commonwealth in 1931. Prior to that, it had been the private property of Edinboro Normal School principals John F. Bigler and Clarence Crawford.

Since the President’s residence is utilized for official functions of the University and as the mandated residence of the President, and since it has historical significance for the area, the following policy is established to assure proper maintenance and preservation of property at 214 Meadville Street, Edinboro, Pennsylvania.
POLICY

Effective on and retroactive to July 1, 1983, the President of the University will provide supervision for the Vice President for Financial Operations and Administration to direct, with the awareness of the Council of Trustees, the following action to assure the proper maintenance and preservation of the President's residence at 214 Meadville Street, Edinboro, Pennsylvania.

Include sufficient funds each year in the University operating budget for furnishings, renovations, repairs, all utilities, maintenance, and day-to-day cleaning of the residence and its environs. In addition, the Council of Trustees may set aside special funds for this purpose from other accounts under its cognizance.

Maintain a plan for painting, decorating, major repairs, and replacement of furnishings and equipment on the property.

Maintain a schedule for cleaning, custodial, and grounds work. The schedule will include approximately four hours per weekday of cleaning of the fifteen room house, as well as cleaning and preparing the social areas of the residence before and after events in which guests of the University are present.

Maintain current inventory of all University owned furniture and equipment subject to the SSHE inventory policy for fixed assets.

Submit an annual report on the President's residence to the Financial Operations and Administration Committee of the Council of Trustees.