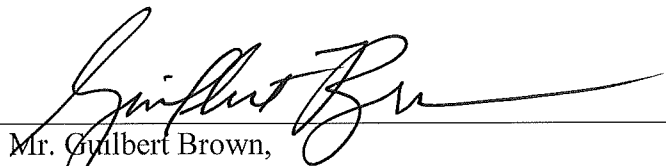


EDINBORO UNIVERSITY OF PENNSYLVANIA

Policy: MAINTENANCE OF RESIDENCE PROVIDED BY THE COMMONWEALTH

Policy No. D009
Page 1 of 4

Supersedes Policy No. D009, Dated 12/5/83 and 12/17/91 and 2/21/1996

Recommended for Approval by: 
Mr. Gilbert Brown,
Vice President for Finance and Administration

Approved: EU Council of Trustees – RESOLUTION August 1, 2016
Effective Date

Review Date: As Required

INTENT

The home and grounds at 214 Meadville Street, Edinboro, Pennsylvania, hereafter known as Commonwealth House, have been designated as the official residence of the President of Edinboro University of Pennsylvania since 1931. In addition to serving as the residence of the President, Commonwealth House and its environs are utilized by the President 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.

Commonwealth House is a unique 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. 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 Commonwealth House 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 this property located 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 Finance and Administration to direct, with the awareness and/or approval 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 building maintenance, grounds maintenance, custodial maintenance, and utilities. 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. Any renovations, additions, construction, and/or life cycle replacement to the residence or the grounds, or any replacement of furniture, fixtures, or equipment shall be approved as follows:

Up to \$5,000 approved by the Facilities Department

\$5,001 to \$10,000 approved by the Vice President for Finance and Administration

Over \$10,000 approved by the Council of Trustees

Maintain a schedule for cleaning, custodial, and grounds work. The schedule will include approximately four hours bi-weekly for cleaning of the public spaces in the 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 Commonwealth House to the Financial Operations Committee of the Council of Trustees.



EDINBORO UNIVERSITY

RESOLUTION

**Council of Trustees
Monday August 1, 2016**

To approve the amended Edinboro University of Pennsylvania Policy D009 titled "Maintenance of the Residence provided by the Commonwealth."

WHEREAS, The home and grounds at 214 Meadville Street, Edinboro, Pennsylvania, hereafter known as Commonwealth House, have been designated as the official residence of the President of Edinboro University of Pennsylvania since 1931; and

WHEREAS, In addition to serving as the residence of the President, Commonwealth House and its environs are utilized by the President for the purpose of hosting official University functions such as business meetings, receptions, luncheons, and dinners; and

NOW, THEREFORE, BE IT RESOLVED, that we, the Council of Trustees, approve the amended policy D009 which is established to assure proper maintenance and preservation of this property located at 214 Meadville Street, Edinboro, Pennsylvania.

**Dennis R. Frampton, Chairperson
Council of Trustees**

**Barbara C. Chaffee, Vice Chair
Council of Trustees**

**Daniel E. Higham, Secretary
Council of Trustees**