

**SHIPPENSBURG UNIVERSITY**

**PRESIDENT’S CABINET**  
Monday, February 23, 2015  
9:30 a.m., Century Cafe

Presiding: Dr. Harpster

Members Present: Mr. Bryson, Mr. Clinton, Dr. Diehl, Dr. Ebersole, Ms. Fawks, Dr. Finucane, Dr. Fisher, Dr. Folmer Clinton, Ms. Grissom, Mr. Howard, Dr. Johnson, Dr. Lovett, Dr. Lyman, Dr. Mayer, Mr. Michaels, Dr. Mike, Mr. Pilgrim, Dr. Ruth, Dr. Sax, Dr. Schoolcraft, Dr. Serr, Mr. Sommers, Mr. Stepler, Dr. Stokely, Dr. Topper, and Mr. Wonders

Others Present: Ms. Ludlam for Dr. Gigliotti and Dr. Winter for Dr. Kooti

Dr. Harpster introduced Mr. Kayshaun Fitzgerald, a student who is shadowing as “President for a day.”

**APPROVAL OF MINUTES:**

Upon a motion of Ms. Grissom, seconded by Dr. Folmer Clinton, the minutes of the January 26, 2015 meeting were approved.

**INFORMATION & ACTION ITEMS:**

Dr. Lyman Introduced Mr. Cecil Howard, Director of Social Equity.

**Enrollment Management** – Mr. Sommers reviewed enrollment numbers. Graduate building for summer & fall and are ahead in applications, offers, and confirmations. Recruitment for the new Doctoral program is underway with 10 applicants thus far. Undergraduate applications are slightly behind last year but ahead on offers and confirmations from 2013. A lot of focus on offered students to convert to confirmed. Mi Casa Su Casa is March 4. Mr. Lee is working with the alumni office to do home reception: 5 alums have volunteered for March & April. March 21 and April 11 are open houses.

**Strategic Planning Process** – Dr. Lyman reported that a meeting was held February 19 which involved a working session of the mission/vision statements and will be combined with previous input from the group for a document to be presented to EMT.

**Summer 2015 Fee & Refund Schedule** – Ms. Fawks reviewed the schedule which reflects the new summer term structure. Upon a motion of Dr. Lyman, seconded by Ms. Grissom, the refund schedule was approved as shown in MINUTES ATTACHMENT 1.

**Per-credit tuition proposal** - Ms. Fawks announced that communication on the plan continues with presentations within various students groups. Ms. Ludlam announced the creation of a website, ship.edu/tuition_pilot, which provides FAQ’s to answer student questions. An open forum will be held tomorrow at 9 pm in the CUB. Moving forward with Make it Count campaign.
President’s Report

Dr. Harpster shared topics that were discussed at the Council of President’s retreat last week: special Board of Governors meeting this Friday, February 27 to select the Kutztown president; transitions with new Governor’s administration; imposed executive order gift ban; Chancellors visit March 16; PaSSHE budget hearings on March 19 with house & senate; Advocacy Days in April; campus police jurisdiction; protection of minors is still getting attention and further conversations are being conducted about student volunteers on move-in day; reminded everyone that all employees will go through security background checks.

GOOD OF THE ORDER

- March 4 chamber business meeting, March 14 SU Chamber banquet with 2 tables and 4 events in Florida over spring break
- College of Business Advisory Board met last Friday with a focus on recruitment and retention – several students participated as well
- President’s walk-in hour tonight at 9:30 in President’s Hall
- UPS store has purchased a Cogent fingerprint machine and will assist in the security background checks - we have until the end of this calendar year for all checks to be completed
- Contractors have been slowed due to cold temperatures; should finish a portion of Lancaster Drive this week but it will not reopen yet; sever sidewalk at Wright Hall and will address ADA issues; moving from Reisner to Mowery causing issues getting in behind Reisner; will open sidewalk in front of HFH
- Beginning hazardous material removal work at Naugle
- Martin House renovation has begun and will finish in March 2016
- Good bids on Mowery & McLean with renovations expected to begin after PIAA
- Website info up for summer online with Make it Count being utilized in some form
- Academic & Student Affairs collaboration – center for student engagement was awarded a VISTA for the produce and resource coalition
- Major/Minor fair on the 12th but attendance low due to weather
- Modified orientation schedule
- Luhrs Performing Arts Center has 4 events between now and next Monday including An Evening of Jazz with the SASD as a fundraiser
- SU Conference Center listed in top 25 as most impressive according to Human Resources MBA
- Comprehensive Campaign stands at $61M with Stewart Hall over $1M; phon-a-thon $6K over last year at $37K
- Projected opening of the Foundation’s Courtyard by Marriott is August 20
- Per credit tuition proposal is still a concern with regard to our overall mission and its impact on students’ ability to attend; the plan is not designed to be revenue neutral and will be a burden on our students; recognize we are dealing with uncertainty with the state budget. A proposal to take per credit tuition to only be implement the plan in the event that the additional revenue and tuition increase would be less than net tuition increase. What is asked is if we move forward with approval of the pilot that Dr. Harpster publically state that if we get the funding we need, we will take the proposal off the table
- Forum meets on March 24
- Advising – get info from Tracy
- Enrollment Management meets this afternoon
• CITO meeting at DUC next week to focus on information security with the chief information security officer for the state as keynote; also discussing strategic information and LMS task force
• Web redesign continues
• Acquiring new event/classroom management software
• Paint and carpet on the lower level of library
• University archives will begin holding scheduled hours of business
• Contracts and agreements greater than $50K now must go to the Office of General Counsel from the previous $500K – DGS cannot approve anything over 50K, this will require additional planning time
• Student senate beginning election cycle
• College of Education & Human Services working quickly with new doctoral program to have a class start this fall
• NCATE visit in April which spans over all 3 colleges
• Connectivity discussion with IUP re system wide data warehouse
• Dates for open sessions of information security will be announced soon
• Ms. Grissom acknowledged her appreciation for cards and well wishes following the recent passing of her Mother
• Appears contract with Luhrs school and SASD is going through their process and is good through June 2016

MEETING ADJOURNED at 11:07 a.m.

MINUTES prepared by Robin Maun