SHIPPENSBURG UNIVERSITY

PRESIDENT'S CABINET
Monday, February 24, 2014
9:30 a.m., Century Café

Presiding: Dr. Harpster

Members Present: Mr. Bensinger, Mr. Bryson, Mr. Clinton, Mr. Crist, Dr. Diehl, Dr. Ebersole, Ms. Fawks, Dr. Finucane, Dr. Folmer Clinton, Dr. Gigliotti, Ms. Grissom, Dr. Grove, Dr. Johnson, Dr. Lyman, Dr. Mathes, Dr. Mayer, Mr. Michaels, Dr. Mike, Mr. Pilgrim, Dr. Ruth, Dr. Sax, Dr. Schoolcraft, Dr. Serr, Mr. Sommers, Mr. Stepler, Dr. Stokely, Dr. Terrell, Dr. Topper and Mr. Wonders

Others Present: Dr. Winter for Dr. Kooti and Brian Johnson

APPROVAL OF MINUTES:

Upon a motion of Dr. Folmer Clinton, seconded by Dr. Terrell, the minutes of the December 16, 2013 meeting were approved.

PRESENTATION:

Representatives from Sightlines gave a presentation on the current analysis of our campus facilities.

INFORMATION AND ACTION ITEMS:

University Strategic Plan: Dr. Lyman reported that the USPC will meet the first week in March and the objective of the meeting will be to review the draft of the core value statement and goals, including feedback from the January mini retreat. They will also look at the newly improved PASSHE strategic plan and how it aligns with us. As the draft plan is refined, a focus will be on the aspect of distinctiveness of the university.

Academic Calendar: Ms. Sprenger and Dr. Winter discussed other PASSHE schools advocating for a four week break instead of five weeks. Discussions followed with regard to our need to support our winter session and to retain a five week break. This “vote” will be shared via the CAO’s to PASSHE and then to the Presidents.

Enrollment Management: Mr. Sommers reported on several items: a) undergrad is up in applications and offers for Fall 2014: graduate up in offers and confirms; b) PASSHE mid-year report shows that as of February 14, nine of the other schools are down in first-time confirmations and five were up and in transfers, eight were down and three were up; c) recruitment yield activities take place in March and April - modifications were made to the Friday visit and will now focus on those students who have received offers to and career services and residence life will talk to them about what makes Ship special; d) offered students will be the focus of the Open House on March 8 with a reception in the afternoon where more detailed information will be shared; e) SHIP showcase in Philadelphia on March 20; f) BOG is going well with the 2014-15 award model in productions and award letters expected to go out 3rd
week of March so students will not confirm until after that. Mr. Sommers also talked about success and retention. What can we do to engage first time or transfer students?

Dr. Lyman reported that we have seen a 3% gain in retention from Fall 12 to Fall 13: improvements to advising support may have helped. NPR’s and probation letters were also down 7% and freshman interest groups (BIO 161) outcomes from cohorts saw a reduction of 80% in need for students to repeat this course. The NSSE report shows that 94% of our seniors reported they have an opportunity to be engaged in two or more high-impact practices, compared to 86% of PASSHE seniors. Dr. Finucane thanked the Provost Office for starting these practices but cautioned that we now need to scale up and work to continue them. He said that the impact of these successes carryover more than one year but through the students remaining years. Dr. Grove said that the new living learning communities is one of those ways. Mr. Bensinger stated that the Senate is pleased about the successes as well, but asked about the students that are not in these programs, i.e., outside honors students.

**Middle States Periodic Review Report:** Drs. Schoolcraft and Grove thanked everyone for their feedback on last month’s mini retreat. Other groups are still providing feedback as well. A draft document is still on track for mid-March. They stated that in a conversation with our Middle States liaison, the fiscal challenges that institutions like us are facing will be recognized. We will have a positive report: we have a good culture and processes.

**Fee & Refund Schedule:** Ms. Fawks reviewed the 2014 Summer Fee & Refund schedule. Upon a motion of Dr. Folmer Clinton, seconded by Dr. Topper, the schedule was approved as shown in MINUTES ATTACHMENT 1.

**IT Staff:** Dr. Ruth announced that Renee Avara will be joining the staff as an instructional design specialist. Workshops for faculty will begin in March regarding the changes that will be made to update D2L.

**Student Senate:** Mr. Bensinger reported that budget and elections are in process now.

**President’s Report:**

Dr. Harpster reported on the following items:

There are rumors about the lab school and the school district. Please be discrete about what you hear and say. We are having conversations quietly in the background. The district is facing significant challenges like we are and they have the right to ask questions and conduct conversations.

There is also another rumor that legislation is being drafted to allow PASSHE institutions to leave and become state supported or private. He has not seen this legislation and there is no plan for us and he has not talked with President Weisenstein. Dr. Harpster will protect this institution during his interim.

As a result of the Kutztown president leaving, the BOG wants to look at the whole process and in a short period of time, communication will happen with different campus constituencies to help make recommendations for the April BOG meeting.

There is a reorganization in the Office of the Chancellor: Karen Ball and Jim Moran have left the system. There will be two Vice Chancellors; Academic & Student Affairs – Peter Garland and Administration &
Finance, Jim Dillon. Chief of Staff, Randy Goin will be overseeing Communications & Markets and Media Relations.

FOR THE GOOD OF THE ORDER/ANNOUNCEMENTS:

- Stamats briefed EMT this morning; further reports to Cabinet will be at a later date
- DGS job is starting with tentative schedules from the contractor; Kriner basement will start early but won’t change shut down
- Everyone should have received a letter from Dr. Wehrung regarding her retirement; a reception is in the planning stages
- Thank you for your contributions to the IPS annual report
- Finishing study space in Lehman Library; looking to use the space we have to better serve the students
- Chancellor will be attending class session on Sunday, March 9 for superintendent’s eligibility at Dixon Center
- Thank for support to encourage participation in NSSE; rates are slightly above average
- Thanks to all who supported and attended the HOPE Scholarship event
- Mandy Patinkin is this Thursday at Luhrs
- Intercollegiate Band Festival will be held this weekend at Luhrs
- Shippensburg Middle School will host an evening of jazz on March 10 as a fundraiser for their athletic and music programs
- James McBride will be our Black Heritage concert/lecture guest next week
- Progress continues on the Banner conversion for alumni affairs
- IT security audit initiated by the Office of the Chancellor (internal audit)
- Forum met February 18 and approved three new programs
- Changes to the Student Code of Conduct have been approved by the Student Association
- Thanks to the volunteers for the campaign; we are over $37M (82.4% of goal)
- Jim Mike attended PASSHE wrap-up of the CUE contract; SU will continue this work however and Niel Brashear was recognized for his work
- BIG thanks to facilities, specifically AFSCME, for their hard work and time spent clearing and preparing campus during our multiple measurable storms
- Day of Human Understanding is March 26; keynote speaker at 3:30 in CUB
- Training for Title IX will be rolled out and information will be forthcoming
- Contract negotiations will begin later this week with the police union

MEETING ADJOURNED at 11:44 a.m.

MINUTES prepared by Robin Maun