Shippensburg University

President’s Cabinet
Monday, December 14, 2015
9:30 a.m., Century Cafe

Presiding: Dr. Lyman

Members Present: Mr. Bryson, Mr. Clinton, Ms. Fawks, Dr. Finucane, Dr. Fisher, Dr. Folmer Clinton, Dr. Gigliotti, Ms. Honsberger, Mr. Howard, Dr. Johnson, Dr. Kooti, Dr. Lovett, Ms. Maun, Dr. Mayer, Dr. Mike, Mr. Pilgrim, Dr. Ruth, Dr. Sax, Dr. Serr, Mr. Sommers, Dr. Stokely, Dr. Topper, Mr. Wiser, and Mr. Wonders

Others Present: Brian Johnson

Approval of Minutes:

Upon a motion of Dr. Folmer Clinton, seconded by Dr. Johnson, the minutes of November 16, 2015 were approved as shown in Minutes Attachment 1.

Information & Action Items

University Strategic Planning: Dr. Lyman reported that the committee met November 23 and discussed the Middle States standards and how they relate to strategic planning. Feedback was received and discuss the draft Plan; shorten mission statement and align with State System; aim for approval mission and goals and add action and metric plans by division.

Enrollment Management: Mr. Sommers reviewed current admission reports. Graduate orientation is being planned for January. Working hard on FTIC for Spring between now and beginning of semester. Will be working with new transfer students as well. Numbers for Fall 2016 look good; up in all areas. First round of BOG offers will go out this week. Working on new strategies with a couple of departments and planning “showcase” nights in the spring. Suggestion to create a “cheat sheet” of important phone numbers, i.e., Financial Aid, to be provided to the students attending these department meetings. Communication campaigns for readmit and LOA students will begin. Housing and Financial Aid are identifying students that may need assistance for Spring.

Question was raised about students and their respective bills if the budget is not passed. Do we have a plan and will we provide notifications?

Dr. Sax reported on winter enrollment which starts today. Typical 7% drop in numbers this week. number of students – 2014; up 76 from last year; 1080 of the 2014 are double head count. Projected revenue increase of approximately $113,000.

Energy Conservation: Set back temp of 55 degrees will be in most buildings. Employees working in those areas should contact Facilities for adjustment in their specific area.

Retirement: Farewell reception on January 5 2-4 for Dave Wozinak. Candidate interviews for this position will be held this week.
Background checks: Still have some faculty and staff members needed to complete their checks by the end of December. There are a large number of students who have not completed their checks and will be contacted by HR that their employment is terminated until they complete the task.

Wireless upgrades: Residence Halls should all be upgraded for the start of the second semester.

Follett: Price match being recognized. If a student finds a better price, let them know and they will match it.

Marketing: We are in the midst of marketing for both undergraduate and graduate. The web homepage will undergo a few more tweaks and updates.

GOOD OF THE ORDER

- 250 high school students here today as future business leaders of America
- Thanks to those who assisted with graduate commencement
- Local elections completed: Rob Tritt; Colleen McQueeney; Kaydon O’Neal; and
- $67+M campaign total with all formal activity ending in December
- Campaign celebration on April 23
- Wrap up of Annual Fund with a donor offering a match to help with its completion
- New fund established to assist those students who are in need. The Foundation approved a $5000 match to any funds contributed by faculty and staff. There is a committee to identify and approve those students
- Faculty House Calls was faculty delivering treats to the students in the residence halls.
- PaSSHE SIMS project extracts student profile information and validates
- RFP for learning management system is on street and it may be a multi-vendor which will allow institutions to choose
- KLN software system no longer being enhanced so the current company that owns KLN has come out with a new package with less maintenance costs on a yearly basis
- XAP for multi-university application contract is ending
- Letter of intent for the Counseling doctoral will be going in during the next 2 days
- Some trees will be removed during the next few days including a large diseased tree in front of Old Main. Trees are planted for those removed.
- Fence should be removed by Naugle and Martin House very soon
- Thanks to great job for those helped in undergraduate commencement with special thanks to facilities for set-up

MEETING ADJOURNED AT 10:40

MINUTES prepared by Robin Maun