SHIPPENSBURG UNIVERSITY

PRESIDENT’S CABINET
Monday, April 27, 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, Mr. Lee, Dr. Lyman, Mr. Michaels, Dr. Mike, Mr. Pilgrim, Dr. Ruth, Dr. Sax, Dr. Schoolcraft, Dr. Serr, Mr. Sommers, Dr. Stokely, Dr. Topper, Mr. Wiser, and Mr. Wonders

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

APPROVAL OF MINUTES:

Upon a motion of Dr. Lyman, seconded by Dr. Ruth, the minutes of the March 23, 2015 meeting were approved.

INFORMATION & ACTION ITEMS:

Enrollment Management: Mr. Lee covered the enrollment numbers as of April 24. Undergraduate is behind in applications & confirmations. Various forms of communications and events are being utilized to help get confirmations. Mr. Sommers discussed financial initiatives that have been done to assist, i.e.: financial aid packages; scholarships; BOG’s – 46 confirmed and 24 are valedictorians compared to 14 last year; reaching out to high achieving OOS and 21 have confirmed; last dollar fund. Fall registration for graduate is up and 4100 undergrads have registered for Fall or 71% compared to 68% last year. Schedule clean up starts today. Also working with 82 LOA students who intended to return Fall. Dr. Sax reported that summer enrollment is down in head count but registration is open until 2-3 days before the class begins and non-degree students may start registering today - 105 on-line courses; 1599 enrolled; duplicated headcounts look good. 64 students on waitlist and we are working with departments to get those students placed. The “Make it Count” campaign is working.

Strategic Planning Process: Dr. Lyman reported that Council met April 16 with primary focus of taking another look at the draft document in light of the budget situation. The President is currently reviewing the draft document.

Action Plan: Like other PaSSHE schools, we owe the SU Action Plan to the Chancellor’s Office by May 15, of which a draft is due this Friday.

Proposed Fee Increases: Ms. Fawks reviewed the FY 15/16 fee increases. Two fee increases for dining halls as per the contract and an inflationary increase in housing fees. No other increases are recommended. Miscellaneous fees for transcripts has been implemented. Also asking for delayed approval for a ed services fee set at 20% effective with the 2nd cohort in January 2016. First cohort will pay same as grad fee which is 15%. Upon a motion of Dr. Lyman, seconded by Dr. Ruth, the Fee Increases were approved as shown in MINUTES ATTACHMENT 1.
**Mid-year Budget Review:** Ms. Fawks discussed the mid-year review as of March, as shown in MINUTES ATTACHMENT 2. Some revisions have been made due to costs that are now known.

**Bargaining Agreements:** Dr. Topper announced a ratification vote for AFSCME this Wednesday. Members are to be given up to one hour for this vote.

**Right to Know request:** Dr. Topper discussed the request from Mr. Simon Campbell who requested home addresses for all employees (including the other 13 PaSSHE schools). A court ruled that employees do have a right for exemption if the proper documentation is provided to Human Resources.

**File Server Space:** Dr. Diehl discussed our current file server space, which is not sustainable. This costs for backup and disk space. Quotas will be issued to faculty, staff & students. There are a dozen or so employees who are using a large amount of disk space and IT will be contacting them to assist them with the cleanup of storage.

**Year End Events:** Ship Shape was a great success this past weekend. Additional organizations are also hosting events. This is also the time of year when students experience stress. Please watch for this.

**PASSHE Advancement Conference:** SU Foundation will host the Advancement conference May 16-18.

**President’s Report**

Dr. Harpster thanked everyone for the extra efforts that have been put in the last couple of weeks, specifically the state-wide step show weekend. He also discussed the following: April BOG meeting which included tuition discussion and action by the board; Advocacy Days were held April 15 and good discussions were held; Bloomsburg & IUP have announced that they are postponing their tuition by credit for one year – we will continue to promote our plan and seek approval so we can implement as quickly as possible when permitted; Chancellor Brogan will preside over Commencement so he can be at West Chester for his daughter’s graduation; this is the final week of classes so we need to be hopeful that we can survive this weekend yet.

We will continue to work together as we are challenged by this difficult budget situation. Thank you for all that you are doing for this institution.

**For the Good of the Order**

- Strategic Enrollment Management committee = 4 action teams will do their presentations
- Special events – May 2 Student Awards Day at 11:00 with a reception first and Dr. Kingsley will be keynote
- Academic Affairs budget workshop on April 28
- Graduate Commencement is May 8 and speaker will be Michael Coolsen
- Faculty looking forward to end of academic year which has been stressful due to extra help in recruiting students and budget issues
- U/G research day was held April 21. Thanks to our students.
- APSCUF held its statewide legislative assembly and faculty are committed to advocating for public higher education funding
- Forum meets Thursday
Women’s Consortium will do a gift card drive for students in need. Gift cards can be given to Dr. Fisher, Dr. Barb Dennison or Stephanie Pfister

Summer camps are up 106 campers. Biggest challenge is the minor’s policy and its impact.

IT staff attended the Ellucian conference and conducted presentations

State system data warehouse kick-off meeting with ESU & Millersville on May 14

LMS Task Force met last week to begin working through responses that were received from the survey and focus groups

KLN future is being reviewed

Collaborative programs and their promotion

Summary of finding as a result of System audit of IT

Web redesign continues

Successful search for instructional design specialist

CSA training must be completed as soon as possible

Utilities project now in front of Wright Hall and Mowery to front of Reisner – contractors are asked to recognize quiet hours for final exams

AC is running for most buildings

Heiges Field House small parking lot will be redone after commencement

Working on ground restoration as a result of the construction project

Martin House renovation going well

Restoration will begin in Mowery & McLean Halls after the semester

COB working on continuous improvement report

COB social this Thursday

Beta Gamma Sigma induction on Friday, May 1 followed by annual COB banquet

IMP banquet May 2

Cinco de Mayo event May 5 at SU Foundation building

Alumni Golf tournament is May 28 at Chambersburg Country Club and Awards dinner is May 29

Arts & Sciences etiquette dinner was held recently and went very well

Internship placements are coming in for the summer

Challenging couple of weeks in A&S with changes to the fall schedule which are disruptive but are budget driven

Thank you to the faulty for guiding our students in the research event

MEETING ADJOURNED AT 11:10

MINUTES prepared by Robin Maun