#### SHIPPENSBURG UNIVERSITY

### PRESIDENT'S CABINET

Monday, September 23, 2013 9:30 a.m., Century Café

Presiding: Dr. Harpster

Members Present: Dr. Diehl, Dr. Ebersole, Ms. Fawks, Dr. Finucane, Dr. Gigliotti, Ms. Grissom,

Dr. Grove, Dr. Johnson, Dr. Lovett, Dr. Lyman, Dr. Mathes, Dr. Mayer, Mr. Michaels, Dr. Mike, Mr. Perry, Mr. Pilgrim, Dr. Schoolcraft, Dr. Serr, Mr. Sommers, Mr. Stepler, Dr. Stokely, Dr. Topper, and Mr. Wonders

Others Present: Ms. Carolyn Callaghan for Dr. Sax, Ms. Anne Detter for Mr. Clinton, Mr. Randy

Hammond for Dr. Folmer Clinton, Mr. Brian Johnson, Mr. Michael Schaul, Ms.

Cathy Sprenger, Dr. Bob Stephens for Dr. Kooti

### **APPROVAL OF MINUTES:**

Upon a motion of Dr. Johnson, seconded by Dr. Lyman, the minutes of the August 26, 2013 meeting were approved with the addition of Dr. Mayer to the members present for that meeting.

### **INFORMATION AND ACTION ITEMS:**

<u>Academic Calendar</u>: Ms. Sprenger reviewed the proposed Spring 2015 academic calendar with spring break week set for March 9 to 13, 2015 and asked for conversation and approval. Upon a motion of Dr. Grove, seconded by Dr. Lyman, the academic calendar was approved as shown in MINUTES ATTACHMENT 1.

<u>Enrollment Management</u>: Mr. Pilgrim reported on the latest enrollment data for undergraduate and graduate admissions.

Mr. Sommers discussed comparative data, reviewing the status of undergraduate and graduate Spring 2014 and Fall 2014 applications. He is also working on a report, in addition to current ones, that looks forward to where we are at in reaching our enrollment goals, that is in sync with our projection model, and that gives a good snapshot of where we are heading. The Sept. 14 open house was successful with a 68% show rate for students who had RSVP'd that they would attend. He also thanked all university departments for their strong support of open houses.

<u>Middle States Periodic Review Report</u>: Dr. Schoolcraft reported that the Middle States draft document will be posted on the website October 10. Also, two open forums are scheduled—October 23 in CUB 119 and October 31 in LL 205 at 3:30 p.m.—for feedback from the university community. The committee is also starting to build the appendices for the report and will be reaching out to Cabinet members for information.

<u>Budget Review</u>: Ms. Fawks reviewed the budget and discussed budget assumptions for 2013-2014 and 2014-2015, which will be the base for building the budget next year. She asked everyone to pull together and move forward in a positive manner as the university works through the current fiscal challenges.

<u>Information Technology</u>: Mr. Mathes discussed major changes to the Information Security Plan, stating that the risk assessment team meets monthly to discuss updates to these documents, and asked for approval of these changes that further support the safeguards currently in place to protect our data. Upon a motion from Dr. Topper, seconded by Ms. Grissom, the changes were approved as shown in MINUTES ATTACHMENT 2

Mr. Mathes also handed out a document titled "Safeguarding Procedures" (shown as MINUTES ATTACHMENT 3) which is one of first documents in PASSHE to look at procedures in this way. It is being used as a model program in the system as it clearly shows what is necessary to maintain stewardship of our information

<u>Student Affairs</u>: Mr. Perry announced that two new freshman senators were elected last week. Dr. Serr said he thought Parents & Family Day went well despite the weather. Victoria Buchbauer, new director of the Career Development Center, starts this week.

<u>SU Foundation</u>: Ms. Detter shared that the comprehensive campaign total as of September 15 was \$31,482,562; \$4.7 million has been raised since announcement of the public phase of the campaign last October.

## **President's Report:**

Dr. Harpster provided general comments and asked Cabinet to pass on his appreciation to everyone for their hard work. He heard many positive comments and messages from the parents and students he interacted with on Parents & Family Day. He reinforced the importance of everyone on campus doing whatever they can to support enrollment management and admissions by speaking positively about Ship in every situation.

He asked Mr. Schaul to speak on behalf of the trustees. Mr. Schaul stated that the trustees understand how hard everyone at the university is working under the current constraints and that they appreciate all the sacrifices being made. He said that two new trustees will be voted on today and that he would share the approvals with the university as soon as they come through the governor's office.

# FOR THE GOOD OF THE ORDER/ANNOUNCEMENTS:

- Facilities management is starting to bring up heat to the steam plant. Offices should have heat by October 4.
- The Strategic Planning Council will have an open forum for the university community on October 10 from 2 to 3:30 p.m. in Orndorff Theatre.
- Flu shots will be given on October 9 in the CUB with preregistration and insurance card needed. Shots can also be received free at Rite Aid by showing insurance card.
- Dr. Serr stated that there is some difficulty navigating the new Highmark website.

- Dr. Ebersole shared that Homecoming Weekend is October 25 and 26. He invited Cabinet members to attend the Hall of Fame Inductees, College Advisory Boards, and SU Alumni Association Board reception at Martin House on October 25 from 4:30 to 6 p.m.
- Dr. Johnson shared that the MSW accreditation site visit on September 18 and 19 went very well and that a favorable report is expected. Also, faculty members in the COEHS are working on two new dual major programs to attract new students—a Pre-K to Four/Early Childhood major and a Pre-K to Eight/Special Education major.
- Dr. Gigliotti thanked department chairs for the outstanding student recommendations for the
  website videos currently being produced. He also discussed the responsible use of social media
  accounts (especially Twitter) and asked that any violations of the Ship logo be reported to him.
- AFSCME awarded a \$500 scholarship to Brad Olah.
- The Student Athlete Advisory Committee is having a Goose Brothers ice cream fundraiser for Make-a-Wish Foundation. A Make-a-Wish Foundation special check presentation will take place at the October 31 football game versus Bloomsburg. Darrell Claiborne is arranging buses (one bus is currently on hold) for Bloomsburg game and students and alumni will be doing shared tailgating.
- Banner advancement implementation for alumni data conversion is going well. Also, the multi-university electronic application (MUEAA) has gone active and the university can now take these applications. IT personnel are working on data flow into Banner and will maintain a link to the Banner application on our website until the data load is ready to go. Everyone with an Apple or Android device can now download the Ship mobile website app at ship.edu.
- Forum met last week and is looking at the grade-appeal process.
- APSCUF held a statewide legislative assembly September 21 and 22 and Dr. Finucane had conversations with colleagues at other universities about the Clarion and Edinboro layoffs. He said that APSCUF is afraid parents will start looking at alternatives to PASSHE schools because faith in the PASSHE schools is being undermined because of the fiscal situation.
- APSURF will continue to hold fall and spring meetings and have awarded \$1,000 for scholarships this
  year.
- Dr. Stokely shared how she facilitated help for a student in distress and how encouraged she was by the positive e-mail she received from the parents on the transformation of the student after three faculty members offered special assistance to this student.
- The student research program has begun with an October 4 deadline for research proposals. To date, only one application has been received. Proposals will be reviewed in October and grants awarded in November. The Annual Report of Public Service is being updated and updates from university offices are needed by October 7.

MEETING ADJOURNED at 10:40 a.m.

MINUTES prepared by Lori K. Janning