SHIPPENSBURG UNIVERSITY

PRESIDENT'S CABINET
Monday, April 20, 2009
9:00 a.m., Old Main Chapel

Presiding: Dr. Ruud

Members Present: Dr. Berry, Mr. Bryson, Mr. Clinton, Mr. Ebersole, Ms. Fawks, Dr. Finucane, Dr. Folmer Clinton, Dr. Gigliotti, Mr. Gray, Ms. Grissom, Dr. Harpster, Mr. Hershey, Dr. Holoviak, Dr. Johnson, Dr. Lovett, Dr. Lyman, Dr. Mathes, Dr. Mike, Dr. Page, Mr. Pilgrim, Dr. Ruth, Dr. Sax, Dr. Schoolcraft, Dr. Schultz, Dr. Serr, Dr. Speakman, Dr. Terrell, Dr. Topper, Dr. Wehrung, and Dr. Winter

APPROVAL OF MINUTES:

Upon a motion of Dr. Ruth, seconded by Dr. Terrell, the minutes of the March 23, 2009 meeting were approved.

PRESENTATION:

Mr. Justin Sentz and Ms. Mira Mattern gave a presentation on the Web Content Management System, a self-editing web program.

FROM INFORMATION TECHNOLOGIES AND SERVICES:

Identity Theft Prevention: Dr. Ruth reviewed an Identity Theft Prevention Program, which is required by the Federal Trade Commission. Legal counsel reviewed the draft and revisions were italicized. On a motion of Dr. Harpster, seconded by Dr. Terrell, the policy was approved as shown in MINUTES ATTACHMENT 1.

Campus Information System: The Campus Information System team has been developed and is reviewing written proposals. Vendor demonstrations will be conducted tomorrow. The team will evaluate each presentation to determine which would work best for Ship.

University Technology Council: Dr. Mathes reported that the Tech Fee process for 09-10 has closed. The committee made recommendations to the Provost and letters are being prepared.

Lehman Library: Dr. Schultz reported that the pilot program for extended hours of the Library is complete and a cost benefit analysis is being done. The Library will be closed May 4-11 for some demolition. It will reopen on May 11 and the entrance will be by Grove Hall with no access to the first floor.

FROM UNIVERSITY FORUM:

The last regular meeting of the academic year will be Tuesday and the last UCC meeting will on April 28. A special meeting will be held on April 30 to hear reports of UCC and reorganization so the new leaders of Forum will attend the Administrative Retreat. The Forum recognize and appreciate the work of Sara Grove and Tracy Schoolcraft with regard to our Middle States visit.

FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS:

Dean of Students: Dr. Lovett announced that finals week schedule will be available by the middle of the week. A recent meeting Drug & Alcohol meeting (Campus Community Coalition) was held with approximately 40 participants. A recent drug ring bust, as reported in the Public Opinion, did not involve any SU students.

Athletics: Dr. Page reported on the following: a) draft strategic plan; b) student athletes held and auction and raised $3500; c) the Lady Raiders Golf Tournament will be held June 15 – this event raised $30,000 last year; and d) two former SU players continue in the NFL: John Kuhn – 4th season with Green Bay Packers and Brent Grimes – 3rd season with Atlanta Falcons.

Student Association: Transition of new officers will take place on Thursday and the budget was approved for next year.

Dr. Serr reported on the off-campus death of a student, Thomas Rainey. An autopsy will be performed on Friday and a mass will be held next Tuesday. The statewide step show after party went well. Dr. Serr thanked Chief Grissom and her officers.

FROM THE SHIPPENSBURG UNIVERSITY FOUNDATION:

Mr. Clinton thanked Dr. Ruud and the Dean's for their help working with benefactors and conducting visits. The annual fund is up 1% over last year, but overall it is slightly down. Work on the parking lot at the Domestic Casting site is continuing. Spring closeout: Circle of Friends phon-a-thon; business & industry campaign; and the thank-a-thon.

FROM THE EXECUTIVE VICE PRESIDENT FOR EXTERNAL AFFAIRS & UNIVERSITY RELATIONS:

Alumni Affairs & Government Relations: Mr. Ebersole reported that Kelly Altland is the President Elect. He will be traveling with Dr. Ruud to Charlotte and Raleigh this weekend for alumni visits. Everyone was reminder about the Cinco de Mayo event on May 5 at the Conference Center.

Communications & Marketing: The bookstore is distributing tickets for indoor commencement beginning today. Students are permitted six each for AM and seven each for PM ceremonies.

Luhrs Performing Arts Center/Camps & Conferences: Dr. Folmer Clinton announced the last four shows of the season are sold out: Annie this Wednesday; Howie Mandell on Friday and Bobby Vinton in June. Camps & Conferences is gearing up for PIAA districts and states.

FROM APSCUF:

Dr. Finucane congratulated Tracy Schoolcraft and Sara Grove on a great job with Middle States. Debra Cornelius, Jose Ricardo, Pablo Delis and Sara Grove have been elected to statewide positions. Fifty APSCUF awards were presented at the Student Awards program.

FROM THE PROVOST AND SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS:

Dr. Lyman thanked Tracy Schoolcraft and Sara Grove for their work on Middle States.

Business: Dr. Holoviak announced the following: a) IMP banquet on Saturday; b) Beta Gamma Sigma awards program was Friday and Bill Rothman was the honoree; c) SIFE kids won regionals and the nationals will be May 10 & 11; and d) AACSB are raising dues.

Education & Human Services: Dr. Johnson reported on the following: a) Secretary of Education talked for two hours in Leadership Education class; b) Social Work department making final preparations for Council visit in Fall 09; and c)College Student Personnel preparing for site visit for accreditation in Fall 10.

Arts & Sciences: Dr. Mike reported on the following: a) ten Human Communication Studies students going to regional meeting this week; b) continue to push Marine Science Consortium collaboration course work; and c) dozen Chemistry students gave a presentation at a conference in Utah.

Academic Programs & Services: Natalie Walker, the coordinator for the MLK program is leaving May 1. Stephanie Coleman will replace her. Staff are giving testimonies to state representatives in the minority caucus of the legislature.

Institute for Public Service: Dr. Winter thanked Chris Woltemade for his support to the office this semester. Kudos to student researchers; this was also recognized by Dr. Hefner, Chair of the Middle States team.

Extended Studies: Dr. Sax reported that summer on-line registration is going well - 71% of the available seats are scheduled: 82 classes with a 1456 enrolled.

Enrollment Management: Dr. Speakman distributed and reviewed the most recent admissions activity report. Dr. Ruud encouraged review/completion of incomplete applications. He also asked that the “review” cell on the report be deleted to better clarify incomplete/hold status.

Middle States: Dr. Schoolcraft thanked everyone for their leadership. There is still more to be done with the recommendations. The draft report will be received in one week to ten days and should be checked for accurateness and factual correctness. The formal response is due May 6. On June 11, Dr. Hefner will present report to Middle States.

Graduate Studies: The grad school is working on a self-study. The grad council met and continue discussion on dismissal policy.

Social Equity: Dr. Wehrung reported on the following: a) diversity summit focusing on underrepresented students; b) looking to do more debates on the Day of Human Understanding; c) preparing for MLK Day; d) doing well increasing the number of women on campus; and e) meeting with Deans and VP's to look at structures to increase areas of diversity.

FROM AFSCME:

AFSCME has offered the Commonwealth 80% of their health care for the next 15 months as an offer to stop rolling furloughs for the same timeframe. Members will vote to ratify tomorrow.

FROM THE VICE PRESIDENT OF ADMINISTRATION & FINANCE:

Dr. Terrell indicated that we are starting to receive some right-to-know requests. She reminded everyone that if requests are received in your area, the request should be forwarded to her. Additional updates were: a) two sessions for event planning were poorly attended; and b) 4-day workweek is shelved for now – thanks to everyone for their input.

Administrative Services: Ms. Fawks reviewed the convenience fee; a fee be charged for payments made on-line using a credit card. On a motion of Dr. Ruth, seconded by Dr. Harpster, the Convenience Fee policy was approved as shown in MINUTES ATTACHMENT 2. Ms. Fawks also reviewed the FY09/10 proposed fee increases, the miscellaneous new refund schedule, and the educational services fee for graduate students. Upon a motion of Dr. Lyman, seconded by Dr. Page, the fees were approved as shown in MINUTES ATTACHMENT 3-5. Program plans are due to the President's Office.

Facilities: Mr. Bryson announced the temperature control action slated for summer. Room temperature will be 80 degrees, +/- 2 degrees. Unoccupied spaces will be set at 85 degrees. This slight increase will save approximately $9000. Classrooms will be in Shippen and Franklin Science Center only.

Human Resources: Dr. Topper reported that PASSHE and SCUPA are working on new classifications for SCUPA. Additional announcements included a reminder to all managers, faculty, police and nurses to complete Phase II of the Healthy You; and Gary Dent is the new Vice Chancellor for Labor Relations and Human Resources at the System Office.

Public Safety: Chief Grissom announced that the Step Show went well. She commended her officers for their good work.

PRESIDENT' REPORT:

- Budget: we must work out ways to save, such as the air conditioning/room temperatures
- A dress code will be set stating no shorts or jeans
- The management/deans/directors breakfast will be rescheduled due to funeral of student Tom Rainey
- Please get dates to Robin Maun of when you are not available for a Cabinet retreat this summer

- Remind your areas that what folks say, email, or put in a letter is as a representative of the University – a phone call or in-person visit works well

The Administrative Retreat is May 4 & 5.

MEETING ADJOURNED at 12:10 pm

MINUTES prepared by Robin Maun