

## SHIPPENSBURG UNIVERSITY

### **PRESIDENT'S CABINET**

Monday, August 31, 2009

9:00 a.m., Century Café, Old Main

Presiding: Dr. Ruud

Members Present: Mr. Bryson, Mr. Clinton, Mr. Ebersole, Ms. Fawks, Dr. Finucane, Dr. Folmer Clinton, Dr. Gigliotti, Mr. Gray, Dr. Grove, Dr. Harpster, Mr. Hershey, Dr. Johnson, Dr. Lovett, Dr. Lyman, Mr. Michaels, Dr. Mike, Mr. Pilgrim, Dr. Pomeroy, 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. Folmer Clinton, the minutes of the July 8, 2009 meeting were approved.

### **FROM THE VICE PRESIDENT OF ADMINISTRATION & FINANCE:**

Budget: Since there continues to be no state budget, Dr. Terrell encouraged everyone to hold off on purchases and to not spend if not necessary.

CUB Parking: Effective today, the CUB parking lot is now a visitor lot. This lot will provide visitors 30 minutes to park so they may visit the bookstore, Starbucks, etc.

Fee & Refund Schedule: Ms. Fawks reviewed and discussed the 2009-2010 Fee & Refund Schedule. A new refund schedule was implemented based on the Commonalities document and will provide refunds, in different increments, until the fifth week. Upon a motion of Dr. Ruth, seconded by Dr. Johnson, the Schedule was approved as shown in MINUTES ATTACHMENT 1. Ms. Fawks announced that PASSHE is talking about charging tuition by the credit hour; more information to follow if applicable.

### **FROM INFORMATION TECHNOLOGIES AND SERVICES:**

Weekend Reference Desk: Dr. Ruth provided a follow-up to the discussion regarding cost savings and flex/comp time for the Librarians if we reduce staffing on Saturday and Sunday. The Librarians will work seven hours: five hours of comp time and two hours covering email. With this clarification, the motion from the July 8, 2009 meeting regarding the change in the Weekend Reference Desk hours, stands approved.

Weekend Pilot Program: The pilot program to expand the Library's hours will begin again in three weeks. A cost benefit analysis will be done at the end of the semester.

Information Security Plan: Dr. Ruth revisited the Information Security Plan, specifically the Acceptable Use Policy. The Board of Governors is still working on such a policy at the system level and will require each institution to have one. Shippensburg has had this policy since the late 80's and it is reviewed every five years by legal counsel. Phrases on the third page of the Acceptable Use Policy have been reviewed and approved by legal counsel to ensure we are in compliance, as an outcome of the FIRE lawsuit. Because of e-discovery and Right-to-Know, employees are subject to this policy/law. The Right-to-Know section of the plan has been updated, along with the Red Flags. The Identity Theft Program needed to comply with the law. Upon a motion of Dr. Ruth, seconded by Dr. Winter, page 3 of the Policy was approved as shown in MINUTES ATTACHMENT 2.

**FROM THE PROVOST AND SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS:**

Dr. Lyman introduced Dr. Tony Winter, as the Interim Dean of the John L. Grove College of Business and Dr. George Pomeroy as the Interim Executive Director of the Institute for Public Service and Sponsored Programs. A search has been launched for a new COB Dean. The search committee will be co-chaired by Dr. Mike and Dr. Mary Myers.

Review Team: The Council on Undergraduate Research will be visiting campus on September 21, 2009 to review our undergraduate research program.

Enrollment Management: Dr. Speakman distributed and reviewed the most recent admissions activity report. Approximately 1900 students have registered. An Open House will be held on September 19.

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

Dr. Harpster announced a scheduled program using Twitter as a marketing device. If anyone is interested, please see him. At a recent program at the Dixon Center for Communications & Marketing, it was learned that there is no legal support for any of use to use Facebook. If any person/college/department is using, you are liable. You cannot change any remarks put on your page because you violate their free speech.

Policy Manual: The policy manual on policies will be done soon and it will be available on line.

**FROM VICE PRESIDENT FOR STUDENT AFFAIRS:**

Dr. Serr made the following announcements: a) the activities fair went well – applications were given out for senate elections; b) Hill committee appointments are completed; and c) faculty & staff must have ID to receive a discount at Reisner.

**FROM THE SHIPPENSBURG UNIVERSITY FOUNDATION:**

Mr. Clinton made the following announcements: a) a decent year at \$4.7 million with a fairly significant increase in scholarships; and b) the Domestic Castings parking lot was finished on time. A guard rail is being installed today or tomorrow by a steep slope as a safety measure. Students must have a permit to park there – any resident or commuter.

**FOR THE GOOD OF THE ORDER/ANNOUNCEMENTS:**

- William Wilson is the Day of Human Understanding speaker on September 29.
- College of Business ice cream social for new students will be September 8 sponsored by the Northwest Finance Mutual Company.
- Kick-off of the Entrepreneurial Leadership Center will be on September 16 in Grove Hall Forum – tours will be provided.
- The Raider Rally was held August 22 in downtown Shippensburg.
- Steam will start after September 21.
- Work/repaving on Rt. 696 should be completed in October. There will be a crosswalk from Bard to campus.
- Cumberland County Chambers 3<sup>rd</sup> annual mega mixer will be at Allenberry from 5-8:00 on September 10.
- DOIT received a \$35K grant for the downtown's strategic plan.
- The Library reopens today – tutoring starts September 9.
- Distance Ed sub-committee launched a year-long conference on distance ed.
- Thanks to Lynn Baynum for organizing the new faculty orientation and Sean Cornell and Jose Ricardo for Academic Day.
- LPAC shows are selling out – Kenny Rogers is SOLD OUT; Frankie Valli has 2 tickets left and Brian Regan has about 300.
- Healthy U is in phase 3. Points are needed and participating in Well-Being programs earn 10.
- PASSHE is conducting a pilot program on paperless leave requests. We will try this here in a couple of administrative departments.
- Notice to department heads for overdue performance appraisals.
- A grant was put together for implementing technology infrastructure under the national recovery act for broadband.
- There have been a number of resignations in the Computer Center. Dr. Mathes is spending more time there for more hands on oversight.
- AFSCME recognizes that the Physical Plant has been hit hard due to the budget. There are many vacant custodial positions but the campus is maintaining.
- Approximately \$31K was saved from commencement to Term V: \$4K for less cooling and \$27K due to the change in facility use.

**PRESIDENT' REPORT:**

- Dr. Ruud asked everyone to remember the importance of their role to pass Cabinet information to their respective areas and further down.
- The state budget is still a stalemate. The Governor blue lined \$486MPHEAA funding. Of that amount, approximately \$100M affects PASSHE. We are doing our best to support our students and provide refunds until the budget is passed.
- We need to provide the following to the Chancellor's Office:
  1. Budget reductions for 09/10 and 10/11
  2. If we get money back, how would we use it at the 1%, 2%, 3% levels

### 3. What ways are we doing business differently

- Contract salaries are a total of \$1.5M this year and \$2M next year. We need to change business to accommodate these increases.
- Two things looming: deregulation in 2011 – electricity costs go up 20%; and underfunding of the state retirement system.
- There is no intention of hoarding information regarding the budget. We want to save jobs & benefits, academic core and quality. The areas we plan to do differently are printing costs – mailing materials to ourselves, equipment consolidation and cutting utilities back.
- Continue customer service.

Academic Calendar: On a motion from Dr. Lyman, seconded by Dr. Winter, the Academic Calendars for 2009-10; 2010-11 and 2011-12 are modified to reflect three day new faculty orientation and graduate commencement.

MEETING ADJOURNED at 11:55 am

MINUTES prepared by Robin Maun