**SHIPPENSBURG UNIVERSITY**
**EXECUTIVE SUMMARY OF THE ADMINISTRATIVE RETREAT**
May 4 and 5, 2009

**PARTICIPANTS of CABINET:**

Dr. Bill Ruud, President
Mr. Lance Bryson, Executive Director, Facilities Planning and Management
Mr. John Clinton, President & CEO, Shippensburg University Foundation
Mr. Timothy Ebersole, Executive Director, University Relations
Ms. Mindy Fawks, Associate Vice President for Administration & Finance
Dr. Brendan Finucane, President, APSCUF
Dr. Leslie Folmer Clinton, Associate Vice President for Student Affairs for Campus Programs and Director, Performing Arts Center
Dr. Peter Gigliotti, Executive Director, Communications & Marketing
Mr. Chris Gray, President, Student Association
Ms. Cytha Grissom, Chief, Department of Public Safety
Dr. Sara Grove, Chair, University Forum
Dr. Jody Harpster, Executive Vice President, External Affairs & University Relations
Mr. Wayne Hershey, AFSCME
Dr. Steve Holoviak, Dean, College of Business
Dr. James Johnson, Dean, College of Education & Human Services
Dr. David Lovett, Associate Vice President for Student Affairs and Acting Dean of Students
Dr. Barbara Lyman, Provost and Sr. Vice President of Academic Affairs
Ms. Robin Maun, Executive Assistant to the President
Dr. Jim Mike, Dean, College of Arts & Sciences
Dr. Roberta Page, Director of Athletics
Mr. Mark Pilgrim, Director, Institutional Research
Dr. Rick Ruth, Vice President, Information Technologies & Services
Dr. Chris Sax, Dean, Extended Studies
Dr. Tracey Schoolcraft, Associate Provost and Dean of Graduate Studies
Dr. Marian Schultz, Dean, School of Academic Programs & Services and Library and Multi-Media Services
Dr. Roger Serr, Vice President for Student Affairs
Dr. Thomas Speakman, Dean, Enrollment Services
Dr. David Topper, Associate Vice President for Administration & Finance
Dr. Melodye Wehrung, Executive Director, Social Equity

**OTHER PARTICIPANTS:** (Monday morning session only)

Dr. Allen Armstrong, Chair, Physics
Dr. Angela Bartoli, Academic Master Plan Team
Dr. Joe Borrell, Chair, Communication/Journalism
Ms. Kristin Bowman, Student Association
Ms. Katie Brown, Student Association
Ms. Laura Burkett, Director, Publications & Advertising

Ms. Carolyn Callaghan, Coordinator, Extended Studies
Mr. Darrell Claiborne, Director, University Union & Student Activities
Mr. John Cookus, Director, Criminal Justice Juvenile Training & Research
Dr. Mike Coolsen, Chair, Management/Marketing
Dr. John Coyle, Physician, Etter Health Center
Ms. Dawn Cutshall, Bursar
Mr. Peter D'Annibale, Director, Financial Aid
Ms. Anne Detter, SU Foundation
Ms. Amy Diehl, Director of Systems & Applications
Dr. Phil Diller, Director, Luhrs Elementary School
Dr. Steve Dolbin, Chair, Art
Ms. Stephanie Eagle, Assistant Director, Institutional Research
Ms. Stephanie Erdice, Interim Director, Women's Center
Dr. Jerry Fowler, Chair Educational Leadership & Special Education
Ms. Cinda Gibbon, Associate Dean, Library Services
Mr. Tom Gibbon, Chair, Academic Services
Dr. Steve Haase, APSCUF
Dr. Nanette Hatzes, Director, Learning Center
Mr. David Henriques, Assistant Dean, Academic Programs & Services
Dr. Phil Henry, Director, Counseling Center
Ms. Deb Hess, SU Foundation
Dr. Peggy Hockersmith, Associate Dean, College of Education & Human Services
Dr. Linda Hoover, Academic Master Plan Team
Mr. Dan Hylton, Director, Career Development Center
Mr. Nick Iula, Director, Chartwells
Dr. Deb Jacobs, Chair, Social Work/Gerontology
Dr. Stephanie Jirard, Chair, Criminal Justice
Dr. Berkley Laite, Chair, Library & Media Services
Mr. Steve Latanishen, Student Association
Mr. Bill Lensie, Associate Director, Physical Plant
Ms. Christy Lentz, Institute for Public Service & Sponsored Programs
Dr. Kim Long, Associate Dean, College of Arts & Sciences
Mr. Bob Lutz, Physical Plant
Ms. Paula Madey, Director, Disability Services
Dr. Tim Maret, Chair, Biology
Ms. Debbie Martin, Director, Purchasing & Contracting
Ms. Linda Miller, SU Foundation
Ms. Chrystal Miracle, SU Foundation
Dr. Sue Morin, Chair, Psychology
Mr. Doug Nichols, Chair, Administration
Dr. Greg Ochoa, Director, Academic Success Program
Mr. Galen Piper, Director, Intramurals-Recreation
Dr. George Pomeroy, Director, Center for Land Use & Planning
Dr. Agnes Ragone, Chair, Modern Languages
Dr. Susan Rimby, Chair, History/Philosophy
Dr. Russell Robinson, Chair, Exercise Science
Ms. Lisa Ronan, Assistant Director, Human Resources
Mr. Justin Sentz, Director, Web Technical Services

Dr. Joe Shane, Planning & Budget Council
Ms. Jeff Sommer, Director, Luhrs Performing Arts Center
Ms. Cathy Sprenger, Registrar
Mr. Terry Starr, Associate Director, Physical Plant
Ms. Cindy Stitt, Vice President, AFSCME
Ms. Jane Thompson, Director, Accounting
Dr. Tom Verney, Interim Associate Dean, College of Business
Dr. Steve Wallace, Academic Programs & Services
Dr. Patti Wolf, Assistant Dean, College of Business
Mr. Dave Wozniak, Safety Coordinator, Public Safety
Ms. Judy Yetter, Director, Frehn Center
Ms. Deb Yohe, Executive Assistant to the Provost

Monday, May 4 - Session 1: Overview

The topic of the retreat was Strategic Visioning 2009-2014: Environmental Scanning. Retreat participants were divided into "teams" with five teams in three categories. Categories were:

External Scanning: (assess outside forces, opportunities & threats)….and constraints. Types of external forces are economic; social; technological; political/legal; demographic; competitive; educational

Internal Scanning: (strengths and weaknesses) i.e., personnel; financial resources; facilities; programs; image; climate/culture

Values Scanning: (identify basic philosophy) i.e., origin of values; culturally derived; discipline based; and role based. Effects of values – what does each level value?

Each team was asked to identify five elements in their assigned scan. In addition, teams were to identify five of our most important initiatives in the next two years and up and up to five things we could do without or should stop doing.

Teams were provided ample time for this exercise which was followed by detailed reports from each team.

Session 2:

Information from the morning session was complied and presented to Cabinet. Cabinet members were asked to prioritize each category.

Tuesday, May 5

Ms. Fawks reviewed the budget for FY 08-09 and projections for FY 09-10, as shown in MINUTES ATTACHMENT 1.

President's Closing Remarks:

Dr. Ruud shared the final lists as shown in MINUTES ATTACHMENT 2. As we put together a new vision, mission & values statement, we will combine or eliminate from these lists. Our budget also plays a major role, as it is tied to our vision and direction. EMT will discuss key elements of strategic vision at its retreat next month.

MINUTES PREPARED BY Robin Maun