

SHIPPENSBURG UNIVERSITY

PRESIDENT'S CABINET

Monday, February 16, 2009

9:00 a.m., CUB Lounges

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, Dr. Holoviak, Dr. Johnson, Dr. Lovett, Dr. Lyman, Dr. Mathes, Dr. Mike, Dr. Page, Mr. Pilgrim, Dr. Ruth, Dr. Schoolcraft, Dr. Schultz, Dr. Serr, Dr. Speakman, Mr. Stepler, Dr. Terrell, Dr. Topper, Dr. Wehrung and Dr. Winter

APPROVAL OF MINUTES:

Upon a motion of Dr. Ruth, seconded by Dr. Mathes, the minutes of the January 20, 2008 meeting were approved.

FROM THE VICE PRESIDENT OF ADMINISTRATION & FINANCE:

Summer Schedule: Dr. Terrell is looking into an alternative work schedule for the summer to help save money on utility expenses. There will be no change in schedule for spring break.

Facilities: Mr. Bryson reported that he would do more research with regard to the potential savings during an altered summer work schedule. Labs, classrooms and some department offices will be offline during spring break unless required otherwise. Mr. Bryson also reported on the following projects: a) Reisner Hall continues to progress and should be completed in early May; b) 696 road work still slated to start in March; c) widening of Rt 174 from I81 to Rt 11 should finish in September; and d) Lehman Library bids 20% lower than estimated. Mr. Bryson also addressed concerns that were expressed about the condition of the campus during orientation. Areas were pre-iced and a different salt was used.

Human Resources: Dr. Topper announced that we continue to hold staff vacancies for budget savings. We have advertisements in the newspaper with hopes to begin filling a few. There are currently six vacant positions in the Physical Plan. Dr. Topper also announced the following: a) all vendors will be on campus to conduct a variety of retirement education programs the week of March 16-20; b) a Wellness Fair will be held in the CUB on April 15; c) deductions of the local service tax, now known as emergency medical service tax, will be spread out of the year at a rate of \$1.98 per pay; d) over 300 have completed the sexual harassment online training; e) Phase 2 of Healthy You has started – you must have had or scheduled a physical exam by May 15 and provide this date for further health care reductions.

Administrative Services: Ms. Fawks discussed the current budget situation and provided a handout. There is a possibility of only a 2% tuition increase. APSCUF is looking to lobby for a one time switch from TIAA-CREF to SERS.

Campus Security: Chief Grissom reported the following: a) there have been a few assaults, one on campus and a few off; b) an active shooter tabletop exercise will be held February 23; c) please notice and obey the new pedestrian walkway signs; d) new ticketing system with training to be held this summer – tickets and decals can be done online.

FROM AFSCME:

Mr. Stepler Hershey announced the following: a) January meeting recently held; b) scholarship committee reviewed applications and an announcement will be made February 17; and c) the AFSCME office will be moving to a new location on campus.

FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS:

Student Association: New officers are as follows: Chris Gray, President; Stephen Latanishen, Vice President; Kristin Bowman, Secretary, and Katie Brown, Treasurer.

Dean of Students: Dr. Lovett announced that ticket sales exceed last year for the Vagina Monologues; President's walk-in hour will be in Mowery Hall; and housing sign-ups continue.

Athletics: Dr. Page announced the Pink Zone would be February 18. Wear pink and get in for \$1. We will also celebrate National Girls & Women in Sports Day. Pink ribbons will be sold for \$1. Dr. Page also made the following announcements: the fitness center should open over spring break; women's swimming received Academic All-American status – 4th nationwide with an overall 3.0 gpa; Neely Spence won 2009 National Cross Country championship – she will now compete in the World Cross Country championship in Jordan; and Lady Raider golf tournament is scheduled for June 15.

FROM APSCUF:

Dr. Finucane reported that plans continue for the Academic Master Plan with an open faculty meeting on February 26 and March 11; there are two state-wide committees looking at class size and doctoral programs – Dr. Lyman will serve on the class size committee and Dr. Finucane on doctoral programs.

FROM THE PROVOST AND SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS:

Dr. Lyman announced that Dr. Tony Winter will serve as Interim Executive Director of the Institute for Public Service. The goal is to be sure to maintain the level of faculty involvement. Assisting Dr. Winter will be Dr. Chris Woltemade ¼ time. She is also in the process of assembling the Academic Master Plan support team.

Academic Calendar: At a previous Cabinet meeting, a discussion was held about moving the 2-day fall break to the Thanksgiving break. Dr. Winter met with the leadership of the Student Senate and the students want the calendar to remain as is. On a motion of Dr. Winter, seconded by Dr. Lyman, the academic calendars for 2010-11 and 2011-12 were approved as shown in MINUTES ATTACHMENT 1.

Enrollment Management: Dr. Speakman distributed and reviewed the most recent admissions activity report and spring freeze report.

Middle States: Dr. Schoolcraft announced that there are just seven weeks until the Middle States team visit. The self-study will be mailed and will be available on our website. Dr. Schoolcraft asked that Cabinet members make themselves available April 5-8.

Social Equity: Dr. Wehrung thanked everyone for the participation in the MLK Day activities. She also announced the following: a) proposals for Human Understanding awards are due February 20; b) PASSHE diversity RFP's are out with new provisions; and c) the PASSHE Diversity Summit will be April 24 & 25.

Academic Programs & Services: Lackawanna has agreed to be another location for placement testing; still looking at other locations.

Arts & Sciences: Dr. Mike wants to ramp up the Marine Science Consortium. About one dozen faculty will be meeting today. Sean Cornell and Pablo Delis have been essential in this effort.

Education & Human Services: Dr. Johnson reported: a) they are still working on getting programs in teacher education approved by the March 2 deadline; b) searching for 2-3 faculty positions; c) Counseling and Student Personnel continues to grow; and d) JCJC is working with the Growing Edges Clinic.

Business: Dr. Holoviak announced various upcoming events within the College.

FROM UNIVERSITY FORUM:

The first Forum meeting of the semester will be tomorrow.

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

Luhrs Performing Arts Center: Dr. Folmer Clinton announced the following: a) the first ballroom dance class will be tomorrow; b) 261 guests are expected at the H.O.P.E. Scholarship dinner with Juan Williams; c) over 1200 attended Max & Ruby; d) Rain the Beatles tribute is sold out with a waiting list; e) Peter Paul & Mary is also sold out; f) there are less than 200 tickets left for Tommy James & the Shondels and less than 122 for Cirque Dreams; and g) military band & jazz nights performance is free.

Alumni Affairs & Government Relations: Mr. Ebersole reported on a variety of activities happening within his area.

FROM THE SHIPPENSBURG UNIVERSITY FOUNDATION:

Mr. Clinton reported on fund raising activity. The North Queen Street parking lot expansion is progressing; Hot Point Commons is 100% leased and College Park is 70%; and the child care center is doing well.

FROM INFORMATION TECHNOLOGIES AND SERVICES:

Wireless Communication Policy: Dr. Ruth reviewed the new Wireless Communication Policy. Due to IRS regulations, we are required to discontinue University liable cell phone plans and move them to personal liable accounts for those approved by their supervisor/VP. On a motion of Dr. Ruth, seconded by Dr. Terrell, the Wireless Communication Policy was approved as shown in MINUTES ATTACHMENT 2. Dr. Topper announced that stipend reimbursements would be paid monthly, not per pay.

Dr. Ruth reported that the Student Information System (SIS) is still in procurement phase and the academic tech fee RFP's are out and due March 20.

University Technology Council: The following items were discussed at UTC last week: a) emergency tech subcommittee; b) greener campus help desk; c) used laser printer cartridges can be recycled in the Old Main Mailroom to benefit the animal shelter; d) change the culture of printing; e) move away from individual printers to network printers; f) faculty use of laptops for convenience; and g) does each office need a fax machine. The Information Security Risk Assessment group to review sections of document, made changes or revisions and get back to Cabinet by the end of the year.

Lehman Library: Dr. Schultz reported that the Library and IDDS is working with CFEST on copyright issues. Various moves and changes are taking place within the library to prepare for the upcoming renovations. Dr. Schultz recognized and gave kudos to Joseph Howard, a senior Geoenvironmental Studies major for developing a GIS project for placement testing.

PRESIDENT' REPORT:

- A draft tobacco-free policy was discussed. Dr. Topper will take to the AFSCME leadership for further discussion.
- Budget continues to be a concern.
- How deep do you want to go with the May retreat?
- Cabinet members are reminded that they are responsible to take information back to their respective areas.
- The following items are on the Council of President's agenda:
 - Governor's emergency tuition relief;
 - Governor's conference on higher education – Pathways to Success;
 - Learning management system task force;
 - Commonalities;
 - Compensation policy for sponsored activities;
 - Core curriculum

MEETING ADJOURNED at 11:45 am

MINUTES prepared by Robin Maun