PRESIDENT’S CABINET
Wednesday, August 27, 2012
9:00 a.m., Century Cafe

Presiding: Dr. Ruud

Members Present: Mr. Bryson, Mr. Clinton, Dr. Ebersole, Ms. Fawks, Dr. Finucane, Dr. Folmer Clinton, Dr. Gigliotti, Mr. Goldbach, Ms. Grissom, Dr. Harpster, Dr. Kooti, Dr. Lovett, Dr. Lyman, Dr. Mathes, Mr. Michaels, Dr. Mike, Mr. Pilgrim, Dr. Ruth, Dr. Sax, Dr. Schoolcraft, Dr. Serr, Mr. Stepler, Dr. Stokely, Dr. Terrell, Dr. Topper, Mr. Washabaugh, Dr. Wehrung, and Mr. Wonders

Others Present: Dr. Nellie Cyr for Dr. Johnson, Ms. Emilie Troupe, Mr. Brian Johnson, Mr. Justin Sentz, and Mr. Dustin Sier

APPROVAL OF MINUTES:

Upon a motion of Dr. Folmer Clinton, seconded by Dr. Ruth, the minutes of the June 13, 2012 meeting were approved.

PRESENTATION:

Chief Grissom gave a presentation on the Clery Act. The Clery Act, named after the story of Jeanne Clery, is a federal mandate requiring all institution of higher education that participate in the federal student aid program to disclose information about crime on their campuses and in the surrounding communities. Campuses that fail to comply with the Act can be penalized with large fines and may be suspended from participating in the federal student aid program. Campus Security Authorities (CSA’s) are individuals in which an offense may be reported to and will be identified by Chief Grissom. CSA’s are required by law to report any alleged offense to the police for their investigation.

Dr. Ruud advised that all employees will be required to take Sexual Harassment Training and Sexual Abuse Training to include children. A compliance listing must also be maintained.

Mr. Justin Sentz gave a presentation on the campus calendar and events planning. A new program, Active Data, now sits on top of Ad Astra. Entries can be sorted by type, room and building. Events will appear on calendar.ship.edu and if selected as featured, will view on the ship.edu homepage. Events are also shown at ship.edu/events.

INFORMATION AND ACTION ITEMS:

2012-13 Fee and Refund Schedule: Ms. Fawks reviewed the Fee & Refund Schedule for 2012-13. Upon a motion of Dr. Ruth, seconded by Ms. Grissom, the schedule was approved as shown in MINUTES ATTACHMENT 1.
Information Security Plan: Dr. Ruth reviewed revisions to the Information Security Plan. The revisions, as shown in MINUTES ATTACHMENT 2 were approved by motion of Ms. Grissom, seconded by Dr. Harpster.

Dr. Ruth introduced Dr. Dennis Mathes as the new Dean of Lehman Library and Michelle Foreman as the Associate Dean and Director.

Academic Master Plan: Dr. Sax reported that suggestions and feedback from the Administrative Retreat are being incorporated into the Plan. The Task Force and Steering Committee will be meeting soon and a completed Plan is expected by the end of Fall semester.

Out-of-State Distance Education: Dr. Sax addressed the new state authorization rule requiring states to be authorized to offer distance or correspondence education. If we want to offer these services to students who are physically located outside of Pennsylvania, we must be registered within that state if they have distance education regulations. Each state has a different structure for their application fee and yearly costs. This will likely have an impact on the states in which we apply. Eventually, we will need to post on our webpage the states in which we are authorized. If we do not comply with this rule we could lose Title IV financial aid. Dr. Sax will continue to provide updates.

Enrollment/Admissions: Dr. Lyman recognized and thanked Mr. Bill Washabaugh for serving as the Interim Dean of Admissions. Mr. Joe Cretella, former Dean of Admissions, will be consulting with Mr. Washabaugh and the staff 10 hours a week. A search is underway and is being co-chaired by Dr. Sara Grove and Dr. Tony Winter. Dr. Lyman reported that overall enrollment is down and PA graduates are down 10%. Decision has been made to not bring in masses of unqualified students and to step up efforts to retain our current students.

Mr. Washabaugh reported that our visitation has been outstanding; there were 160 in one day recently and numbers during the summer were good. Mr. Washabaugh also reported on the following: travel schedule is currently developed and a college fair list is available if anyone would like to attend; next Open House will be September 15; different communications will be used for prospective students, such as hardcopy; application workshop, Facebook and Ship Bound; change and change visitation program to end at the CUB where a kiosk will be available.

Dr. Schoolcraft reported on graduate numbers and indicated that international applications are up.

UPS Store: Dr. Serr reported that the new UPS store in the Ceddia Union Building is open and students will receive their mail there in boxes as well as being a full service center for mailing and receiving packages by UPS. A 30-minute parking lot is available for UPS business.

Scholarship Funds: Dr. Serr reported on the Last Dollar scholarship program which is being administered by the Financial Aid Office. The program is for those students who need are in need of a small amount of financial assistance to pay their bill that might otherwise need to withdrawal. Follett is also offering a similar program for obtaining books.

Semester Opening: Dr. Lovett thanked Donna Gross for her organization of new student orientation and Drs. Alice Armstrong and Ben Galluzzo for Academic Day activities. He also recognized our student athletes who helped move in our new freshman and the 800+ that attended breakfast bingo.
Class Councils: Dr. Harpster reported that Class Councils have existed in various forms. It has been decided that the Councils will be a part of Student Senate. Students elected to Senate will be the Class Council for their respective years. Dr. Harpster and someone from Student Affairs will be the advisors.

President’s Report:

Dr. Ruud reported on the following items that were discussed at the President’s retreat: compliance; policies; legal counsel process – financial; tuition elasticity – flexibility and accessibility; use of public funds; DGS; RTK abuse and cost; and IAEG – International Advocacy Educational Grant.

Dr. Ruud also stressed the importance of customer service; inside and outside.

FOR THE GOOD OF THE ORDER/ANNOUNCEMENTS:

Open Houses on September 15 and October 20 – also major fairs for undeclared students
Starting to gather information for the Middle States PPR
Ship received PASSHE’s College of Business award for entrepreneurial centers
60+ faculty helped on move-in day
Luhrs Center season kicks off on September 14 with Midtown Men
When political candidates visit campus, be careful in what we offer – we must be consistent with each Annual fund $2.2M and quiet phase $25M+
Invites for the campaign kick-off on October 13 are going out
Student research grant kick-off – u/g proposals due October 3
Applicant tracking system getting busy, will test after Thanksgiving
WebMD is the new vendor for the wellness program
No new negotiation news
Next year this time we should be using the XAP multi-university application but no activity lately
Thanks to Tom Rumberger for organizing traffic for move in
New ID cards with expiration dates are available for students for voting purposes
Go to the Library for Starbucks and see the restored weather vane and the new video conferencing room
Academic tech support installed a smart classroom this summer
PSAC is expanding in 2013 with the addition of University of Pittsburgh Johnstown and Seton Hill
Athletic events start this week
Facilities appreciate your patience during the construction projects – elevator installation is still on-going
A new data base tech was hired for work orders – if you receive a closed notice for a work order that isn’t complete, please contact Mr. Bryson
Residence halls in good shape with very few work order calls
The University has leased the Hoffman Mills warehouse and will be used for central warehouse storage and relocating various storage areas that are currently located in buildings and residence halls
Kim Auchenbach is leaving PASSHE
13 bids were received for the marketing/branding RFP and the committee has narrowed to 3

UPCOMING EVENTS:

September 5 – open house of new EMS building
  8 – Alumni meeting
  11 – legislative visits in DC
13 – annual Chamber mixer
20 – Shippensburg Chamber golf
October 5 – Homecoming

MEETING ADJOURNED at 11:48 a.m.

MINUTES prepared by Robin Maun