

## SHIPPENSBURG UNIVERSITY

### **PRESIDENT'S CABINET**

Monday, September 15, 2008

9:00 a.m., Grove Hall Forum

Presiding: Dr. Ruth

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

### **APPROVAL OF MINUTES:**

Upon a motion of Dr. Lyman, seconded by Dr. Terrell, the minutes of the August 25, 2008 meeting were approved.

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

Enrollment Management: Dr. Speakman distributed and reviewed the most recent admissions activity report. We have passed all target enrollment goals.

Middle States: Dr. Schoolcraft reported that there are 4 weeks until the team chair arrives. The draft self-study is in the final stages of editing and will be mailed to Dr. Hefner next Monday. Dr. Ruud has requested that the Strategic Plan Steering Committee be reconstituted. The membership will be reviewed and updated where necessary.

Arts & Sciences: Dr. Mike reported that the college held their semi-annual retreat last Friday. Discussed was a "triple mission" – development of programs, service, and general education. The scheduling process was also reviewed.

Education & Human Services: Dr. Johnson has been visiting each faculty member within the college and is 1/3 complete. He is also preparing to submit programs to Department of Education showing how are programs comply with new standards.

Business: Dr. Holoviak reported that the Advisory Board will meet on September 26 at SSVC. The Finance Board will be coming to campus and the Supply Chain Board soon after that.

Academic Programs & Services: Dr. Schultz reported that a 3-yr funding grant for ACT 101 was received. There was a 90% success rate during the summer programs and the Office of Disability Services increased by 30 students to 530.

Social Equity: Dr. Wehrung reminded everyone that The Day of Human Understanding will be held on September 23. An Immigration Debate, featuring Dan Stein and Enrique Morones, will be held in Memorial Auditorium at 7pm.

Extended Studies is sponsoring the Hanover Chamber breakfast. We will showcase our move into the Hanover area in programming.

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

Dr. Harpster asked for approval to amend the Emergency Text Messaging Policy to add the Vice President for Information Technology & Services, who was inadvertently omitted as an authority to declare a campus emergency. All approved the addition and the policy will be amended accordingly.

Dr. Harpster also announced that the division will hold a retreat. The goal is to better understand one another and the work being done. In addition to the goals, a mission statement will be developed.

Communications & Marketing: Dr. Gigliotti announced that effective October 6, the FACT will be virtually all electronic. Approximately 100 printed copies will be sent to those individuals who do not use email. Retirees will also be asked to provide an email address, if applicable. The IT Division can run stats to see if the electronic version is being read.

Alumni Affairs & Government Relations: Mr. Ebersole reported that the Alumni Board met Saturday. Mr. Jerome Dean is the new board president. The Board is available to the colleges to attend programs or speak to classes. Mr. Ebersole announced upcoming and recently held alumni and legislative events.

Luhrs Performing Arts Center: Dr. Folmer Clinton announced that the 2008 season opens Thursday with Tracy Lawrence. To date, 3 shows are sold out and 1 show has just 70 tickets left. Sixty of the 100 volunteers participated in orientation last evening. This group of volunteers saves the Center a significant amount of funds. Dr. Folmer Clinton also announced the hiring of a new general manager at the Shippen Place. Mr. Patrick LaBlanc will oversee both the hotel and restaurant beginning today.

**FROM INFORMATION TECHNOLOGIES AND SERVICES:**

CITO: Ruth reported that no meeting was held during August but a conference call is scheduled for later today – we are moving forward.

Web: The IT Division is looking at how technology is used in the classroom and living/learning in the residence hall. The web is an important part of our marketing and branding campaign – incorporating and implementing the web content management system.

SAP Alternatives: Dr. Mathes indicated the financial areas need to be very involved in the practical functions of the campus information system alternative to SAP. They must look at strengths and weaknesses. West Chester is using People Soft; IUP & Millersville using Banner. There are conference calls scheduled for September 19 & 26 to finalize information for the Chancellor to go to the BOG meeting in October.

Student Help Desk: The student help desk is a great success. Looking to change the name to Student Tech Help Desk.

Tech Fee: Authorized purchase of storage unit, which will eliminate email woes of full email boxes. Dr. Mike inquired about email accounts for retired faculty, adjuncts and Alumni. This will be a discussion at a future Cabinet meeting.

Lehman Library: Dr. Schultz has met with Lance Bryson to begin planning for the library renovation. She reported that due to construction plans, Starbucks will be closed for the summer due to no front entrance. The circulation and reference desks will be downstairs. The contract will require that the front entrance, circulation desk and Starbucks be open by the start of school.

#### **FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS:**

Dr. Serr reported on the following: a) a Campus Coalition meeting will be held this week after a year hiatus; b) the federal lawsuit regarding Christian organizations on campus is down to a small issue – FIRE requests the Code of Conduct be change to mimic criminal code – make harassment and intimidation adjectives; and c) there are no services currently available in the Health Center for reproductive health care – an RFP was done with no response, we continue to look to find resources. that move-in went well.

Volunteer Services: Dr. Lovett reported that a fair held by the Volunteer Services organization was well attended.

Athletics: Dr. Page reported that all student athletes were back and ready to go. Check out the athletics website: [www.shipraiders.com](http://www.shipraiders.com). The Alumni Office and athletics will be attending and tailgating at away football games. Last week, Dr. Page, Chief Grissom, and Lt. Rumberger attended a Sporting Event Risk Management conference at the Dixon Center.

Student Association: Stephen Latanishen talked about the proposed new governance structure of the Student Senate – work with Greeks, athletics, MSA, etc. to develop guidelines to get all student groups involved; restructure of Student Senate; and develop Chamber Constitution for student clubs & organizations.

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

State Smoking Law: On June 13, 2008, Governor Rendell signed the Clean Indoor Air Act to be effective statewide on September 11, 2008. This Act was to prohibit smoking in public places. On September 8, Chancellor Cavanaugh notified the Presidents that the PASSHE would put this Act into place on all 14 campuses. It was noted that enforcement was not to be made by University officials or campus police but by the Department of Health. Cards will be prepared to give to RA's with phone numbers to call for enforcement. Plans need developed for signage and any other ways to remain in compliance. Human Resources have put together information on smoking cessations – a free service. With regard to public events, such as LPAC, we must ensure that patrons are aware. Dr. Topper will provide verbiage to Dr. Clinton for printed materials. Employees are entitled to fifteen-minute breaks, twice a day. Staff is permitted to go off campus and nothing will be done unless supervisor places a complaint to HR. Dr. Terrell reminded everyone that it is our/supervisors responsibility to abide by the law. This new law takes precedence – all other policies/rules are null & void.

Facilities: Mr. Bryson provided and discussed a listing of 2008 and 2009 projects.

Human Resources: Dr. Topper reminded everyone that there are six weeks left to participate in the Healthy You health risk assessment. Dr. Steve Robbins will be here on October 15 to speak on unintentional tolerance.

Administrative Services: Ms. Fawks provided an update on the budget. Dr. Ruud asked for a listing of committed funds for the \$2million surplus.

Campus Security: Chief Grissom is working with Human Resources to set aside dates for various training.

Recycling: All are encouraged to notice the recycling barrels at athletic events.

Dr. Terrell commented on the new campus entrance. The SHIP emblem will be the only thing on the walls, all others will remain plain and plantings will be done.

#### **FROM SHIPPENSBURG UNIVERSITY FOUNDATION:**

Mr. Clinton reported that 530 people attended the President's Recognition Dinner. He thanked Chartwells, the Physical Plant and Galen Piper for their assistance. A special acknowledgement and thank you was given to the Student Association for the use of the new Student Rec Center. A campus campaign will be conducted this fall. Co-chairs for faculty will be Brendan Finucane and Linda Hoover; Marian Schultz and Mindy Fawks for administration; and Cathy Coy and Lisa Cline for staff. The phone-a-thon began last night.

#### **FROM UNIVERSITY FORUM:**

The Forum meeting scheduled for September 16 has been rescheduled. Dr. Berry will be going to the Chancellor's Office to look at the Presidential search process. The first meeting will be held on September 23 and Forum will follow-up on analysis done last year on faculty recruitment and retention.

#### **FROM APSCUF:**

Dr. Finucane indicated that: a)APSCUF is looking forward to continued discussions on an academic master plan; b)100% of the new tenure track faculty have signed up with APSCUF; c)continue trying to reduce back-log of issues carried forward from Meet & Discuss; and d) there is interest coming from the Council of Trustees in finding additional ways to be supportive of faculty in their research efforts.

#### **PRESIDENT' REPORT:**

- Dr. Ruud will be attending the inauguration at the University of North Dakota. He is also attending a meeting of the Business Advisory Council, which he chairs.
- The Presidents received instructions from the Chancellor that state assets cannot be used to choose/impact something with the label minority. A meeting will be held to discuss initiatives such as Gifted Minority Scholarship.
- Working with the Provost Office to formalize a faculty emeriti policy to grant access to SU.
- We were rewarded with \$500,000 extra performance funding – more than we planned on.

- Traveling to Atlanta with Dr. Holoviak for AACSB Continuous Improvement conference.

MEETING ADJOURNED at 11:35 am

MINUTES prepared by Robin Maun