SHIPPENSBURG UNIVERSITY

PRESIDENT'S CABINET
Monday, December 15, 2008
9:00 a.m., Old Main Chapel

Presiding: Dr. Ruud

Members Present: 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. Page, Mr. Pilgrim, Dr. Ruth, Dr. Sax, Dr. Schoolcraft, Dr. Schultz, Dr. Serr, Dr. Speakman, Ms. Stitt, Dr. Terrell, Dr. Topper, and Dr. Wehrung

Others Present: Dr. Long for Dr. Mike, Dr. Winter and Ms. Sprenger

APPROVAL OF MINUTES:

Upon a motion of Dr. Terrell, seconded by Dr. Ruth, the minutes of the November 17, 2008 meeting were approved. Dr. Lyman made a correction to the statement referring to the academic master plan: stating that two group "will be" formed.

INFORMATION & ACTION:

Academic Calendar: Dr. Winter and Ms. Sprenger presented the proposed academic calendars for 2010-2011; 2011-12; and 2012-13. Discussion followed. Upon a motion of Dr. Winter, seconded by Dr. Harpster, the beginning and ending dates for all academic years were approved. Dr. Berry made a motion to discontinue the fall break as it is currently and add those two days to the Thanksgiving break; Dr. Johnson seconded the motion. Dr. Winter shared that the students he spoke with did not favor this, but that the student leaders had not been consulted. Dr. Ruud asked Drs. Serr and Winter to have discussions with Ray Ryan and the Student Senate: the topic was tabled until January.

PRESIDENT'S REPORT:

Dr. Ruud reported on the following items of interest:

- The Student Information System is proceeding as the President's requested. Debbie Martin has been appointed to the procurement team for the RFP and Dr. Ruud has been appointed to the oversight committee.
- Chancellor Cavanaugh shared three items with regard to the budget:
    - effective January 1, 2009, there will be a salary freeze for all non-union employees;
    - a position and hiring freeze for all administrative positions has been implemented – any exceptions must be approved through the Chancellor's Office;
    - the July 2009 budget will not be any better than right now
- There will be further conversations regarding appropriation amounts and tuition increases.

BUDGET:

Governor Rendell has asked the State System to create a reserve to help close the budget shortfall for this fiscal year. The PASSHE universities have been asked to reserve 4.25% of their appropriations – which is equivalent to $1.4 million for Shippensburg. Ms. Fawks shared the draft budget reductions and its implications. Vice President's will be working within their respective areas to identify specific fund centers and object codes. The funds will be removed by the Budget Office in January and placed in reserve until further notice by the Governor.

Some specific topics discussed were:

- University fleet of cars: these cars have reached over 90,000 miles – the Governor has stated that these cars will not be replaced. The System currently has a contract for rental cars through Enterprise. University employees are encouraged to utilize this contract instead of using fleet vehicles.
- Event software: our current software for events is being updated. Overtime is an area of the budget that is affected – this also affects events. The campus community is encouraged to plan well in advance if set-up or food service is required. Everyone will be asked to use the software and be willing to move/reschedule their event if the calendar is full.
- Travel: think about your travel and the expenses you will incur. Be reasonable and save where you can.

Holiday Closing: In an effort to save on utility costs, the university will be on a reduced work schedule December 29-31. The heat in all buildings will be reduced to 55 degrees with the exception of: Old Main, Reed Operations Center, Franklin Science Center and GLUBES. Employees who plan to work and do not want to work in cooler temperatures will be provided a workspace in the buildings that are open. Mr. Bryson reviewed the winter break schedule for buildings.

MEETING ADJOURNED at 10:55 am

MINUTES prepared by Robin Maun