SHIPPENSBURG UNIVERSITY

PRESIDENT'S CABINET
Wednesday, July 8, 2009
9:00 a.m., Reisner Dining Hall

Presiding: Dr. Ruud

Members Present: Mr. Bryson, Mr. Clinton, Mr. Ebersole, Ms. Fawks, Dr. Finucane, Dr. Folmer Clinton, Dr. Gigliotti, Ms. Grissom, Dr. Grove, Dr. Harpster, Dr. Holoviak, Dr. Lovett, Dr. Mathes, Mr. Michaels, Dr. Mike, Mr. Pilgrim, Dr. Ruth, Dr. Sax, Dr. Schoolcraft, Dr. Serr, Dr. Speakman, Ms. Stitt, Dr. Terrell, Dr. Topper, Dr. Wehrung, and Dr. Winter

Others Present: Ms. Gibbon and Dr. Hockersmith

PRESENTATION:

Personnel from the three Shippensburg volunteer fire companies spoke about the master fire plan which is being developed to consolidate the three companies. Volunteer service is strained due to the number of calls for response that has increased dramatically and the limited funding. Dr. Gigliotti and Mr. Wozniak will represent SU at the master fire plan meetings. The University pledged to find ways to assist. Suggested ideas were students developing a marketing plan and offer a tuition incentive for volunteers.

APPROVAL OF MINUTES:

Upon a motion of Dr. Harpster, seconded by Dr. Terrell, the minutes of the April 20 and May 4 & 5, 2009 meetings were approved. Dr. Finucane asked for a change in the April 20 minutes to delete the word statewide with regard to elections.

FROM THE VICE PRESIDENT OF ADMINISTRATION & FINANCE:

Public Funds Draft Policy: Ms. Fawks reviewed the proposed administrative policy on the spending of public funds. The definition of public funds is every dollar received by the University; no Student Services Inc. or SU Foundation. Separate entities are considered to be the Council of Trustees, Office of the Chancellor and the Board of Governors. If this policy is passed, it will have a major impact on how we do business, especially with regard to food. More information will be provided as received.

FROM INFORMATION TECHNOLOGIES AND SERVICES:

Information Security Plan: Dr. Ruth reviewed an Information Security Plan as shown in MINUTES ATTACHMENT 1. Cabinet will be asked to approve this Plan at the next meeting.

Weekend Reference Desk: A request was made to reduce the staffing at the Library Reference Desk on the weekends. The proposal is to cut staffing on Saturday and reduce the staffing on Sunday from 8-9 hours to 5-6 hours. There will always be a staff member on call but not physically at the reference desk. Upon a motion of Dr. Ruth, seconded by Ms. Fawks, the request was approved. Further discussion was held regarding cost savings and flex/comp time. The approval was amended until further research could be made regarding faculty required to work weekend hours.

FROM THE PROVOST AND SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS:

Enrollment Management: Dr. Speakman distributed and reviewed the most recent admissions activity report. The profile for SAT's is up ten points from last year to 1030 and there are slightly more than 200 returning students.

FOR THE GOOD OF THE ORDER/ANNOUNCEMENTS:

- Twice as many LPAC performance tickets were sold than last year on the 1st day of sales. The 40th anniversary of the Festival of Music begins tomorrow evening.
- Make-up orientation expected numbers: 256 freshmen and 303 transfers.
- Carolyn Callaghan is the new Assistant Dean in Extended Studies.
- An outside consultant on undergraduate research will be on campus Sept. 21; welcome National Geographic into the college with Jan Smith; and George Pomeroy is instrumental to bring an I-81 coordinator office to SU.
- New virus software will be installed this fall, replacing MacAfee; T drive space will increase and there will be no limit on email; moving forward with Banner; new content management website effective July 1 along with a President's suggestion box.
- Smoking ban is lifted – maintain status quo 25 ft away from building doors and windows. Smoking inside is a violation of our policy and the law – University Police will be involved with violators.
- Since commencement, approximately $30,000 has been saved in utility costs; all keys belonging to separated employees are to be returned to the Locksmith Shop; DGS is scheduled to open the bids for Huber Art Center on July 15; and Rt. 696 overlay is to begin July 15.
- Search for a Head Start Director should conclude next week.

PRESIDENT' REPORT:

Dr. Ruud reported that the Governor has put us back to a 2005 funding level to make us eligible for stimulus but we are still short. Stimulus funding cannot be used on on-going projects.

Four new members have been appointed to the Board of Governors; two are members of Council of Trustees, one a former President, and one a county sheriff.

MEETING ADJOURNED at 11:50 am

MINUTES prepared by Robin Maun