SHIPPENSBURG UNIVERSITY

PRESIDENT’S CABINET
Monday, December 13, 2010
9:00 a.m., Century Café

Presiding: Dr. Lyman

Members Present: Dr. Benhart, Mr. Bryson, Mr. Clinton, Mr. Ebersole, Ms. Fawks, Dr. Folmer Clinton, Dr. Gigliotti, Ms. Grissom, Dr. Grove, Dr. Harpster, Dr. Jacobs, Dr. Johnson, Dr. Lovett, Dr. Mathes, Mr. Michaels, Dr. Mike, Mr. Pilgrim, Dr. Pomeroy, Dr. Ruth, Dr. Sax, Dr. Schoolcraft, Dr. Schultz, Dr. Serr, Dr. Speakman, Mr. Stepler, Ms. Strauser, Dr. Terrell, Dr. Topper, and Dr. Wehrung

Others Present: Dr. Tony Winter for Dr. Kooti and Dr. Kim Long

APPROVAL OF MINUTES:

Upon a motion of Dr. Terrell, seconded by Dr. Harpster, the minutes of the November 15, 2010 meeting were approved.

PRESENTATION:

Representatives from Sightlines gave a presentation on our facilities.

INFORMATION AND ACTION ITEMS:

Common Academic Calendars: Dr. Lyman reviewed the proposed academic calendars for 2011-2015. Changes to the previously approved calendars for 2011-12 and 2012-13 were noted as starting after Martin Luther King Day and adjusting spring break. These changes will permit us to be in compliance with our PIAA contract.

Weather Policy: Drs. Schoolcraft and Long addressed proposed changes to the existing Severe Weather policy: specifically changing night classes beginning at 6:30 to 5:00 and incorporating a five day exam week. Additional changes were suggested as a result of further discussion. Upon a motion of Dr. Folmer Clinton, seconded by Dr. Serr, verbal changes were approved. Dr. Schoolcraft will make the appropriate changes and Ms. Maun will electronically distribute the final policy which is in effect immediately.

Academic Master Plan: Three open forums were held in October and November. A survey was recently sent electronically for further feedback. Completion of the survey is encouraged and the outcome will be available in mid January. The Task Force is working on potential action items.

Enrollment Management: Dr. Speakman provided undergraduate and graduate enrollment numbers for Spring 2011.
Record Retention Policy: Dr. Terrell reviewed the Record Retention policy and explained that this draft document was prepared by the System, therefore not university specific. Legal Counsel has asked us to put this policy in place so it must be reviewed by each area for accuracy and to ensure timelines can be met. Corrections to the policy should be forwarded to Dr. Terrell. Upon receipt, the draft policy will be edited and returned to Cabinet for further review. Dr. Ruth also mentioned the email retention guidelines which will be out in February.

Budget Items: Dr. Terrell advised that the state has a budget deficit of between $3 – 4 billion. A new Governor is given longer to complete a budget; therefore nothing will be available until as late as March. There is expected to be a rapid change in the make-up of the Board of Governors.

Student Affairs: Dr. Serr indicated that as we approach finals and the holidays we tend to have student with mental health issues surfacing so please be alert and aware. The SU Bookstore will conduct a presentation today on why they should remain independent. The Women’s Center will celebrate 25 years with activities from March 2011 to March 2012. Dr. Serr also announced that Mark Maciejewski has been selected as the new Red Raiders head football coach. Dr. Serr thanked everyone on the search committee and those who participated in the open sessions.

Information Technology: Dr. Ruth gave an overview of the Student Information System conference call earlier this morning.

AFSCME Elections: New officers for 2011 are: Wayne Hershey, President; Rob Tritt, Vice-President; Shirley Smith, Secretary; and Doug Stepler, Treasurer.

FOR THE GOOD OF THE ORDER/ANNOUNCEMENTS:

Temperature settings over the holiday break with be at 55 degrees - please contact the Tony Gardner if you have concerns with your specific area
Un-Plug it will also be in effect over the break; employees are asked to unplug items within their area to help conserve electricity
Kudos to Drs. Jacobs, Finucane, Schultz and Sax and Mr. Hershey and Ms. Coy for helping with the Capital Campaign
Overall fund raising is up: annual fund up 4%; pledges up 3.5-4%; off-campus student housing is also up
Franklin County Chamber Holiday mixer is Tuesday at 5:00 in Laird Hall at Wilson College
Athletic Fall Festival was held in Louisville beginning of December and our athletes did an outstanding job finishing very well overall
APSCUF held a memorial service for Dr. Sally McGrath last Wednesday
Forum met November 15 and discussed UCC activities with regard to Banner implementation. Next meeting will be in January and Dr. Sax will speak about the Academic Master Plan
Luhrs fall performance schedule will be completed next week with the Irish Tenors
State auditors will be on campus for several months beginning the first week of January
2011 Holiday Schedule is available; it will be sent out electronically from Human Resource
PASSHE & AFSCME have reached a tentative agreement with PEBTF
308 undergraduates and 116 graduates will participate in December commencement
MLK Day celebration: “A King State of Mind,” week of January 18–23

MEETING ADJOURNED at 11:03 a.m.
MINUTES prepared by Robin Maun