SHIPPENSBURG UNIVERSITY

PRESIDENT’S CABINET
Monday, March 23, 2009
9:00 a.m., Old Main Chapel

Presiding: Dr. Ruud

Members Present: Dr. Berry, Mr. Bryson, Mr. Clinton, Mr. Ebersole, 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. Ruth, Mr. Ryan, Dr. Sax, Dr. Schoolcraft, Dr. Schultz, Dr. Serr, Dr. Speakman, Ms. Stitt, Dr. Terrell, Dr. Topper, and Dr. Winter

APPROVAL OF MINUTES:

Upon a motion of Dr. Ruth, seconded by Dr. Terrell, the minutes of the February 20, 2008 meeting were approved.

FROM THE VICE PRESIDENT OF ADMINISTRATION & FINANCE:

Event Management: Dr. Terrell announced the new event management process on the web. A handout of explanation was provided, as shown in MINUTES ATTACHMENT 1. The campus community should begin using this process for room reservations and catering requests. Training sessions will be available on April 13 & 14.

Facilities: Mr. Bryson reported on the following projects: a) Reisner Hall is still on schedule and should be completed the second week of May; b) Lehman Library renovation has started and is expected to be finished in August; c) 696 road work still has not started – getting more specifics – we will provide the work crew with lay down area and trailer by the Hop; d) Old Main painting contract has been awarded and the project is slated to begin May 4 – coordination will be done through Robin Maun; e) CUB renovation is scheduled to begin Spring 2010; and f) Huber Arts Center renovation is one month behind.

Human Resources: Dr. Topper announced that folks should access the Employee Self-Service website and view their race and ethnicity.

Administrative Services: Ms. Fawks discussed convenience fees. This fee will be charged for payments made on-line using a credit card. An approximate savings of $280,000 per year should be recognized. VISA will no longer be accepted. Paying for tickets or decals on-line will not charge a convenience fee. Board of Governors’ commonalities document calls for standard refund schedules and common drop/add dates. This will expand full refunds from first day to through the drop period for tuition and fees. Previously, the refund for housing and meals was week 10, now it will be week five, which is what the majority of our sister institutions do. Periodic exceptions can be made through the President.
**Campus Security:** Chief Grissom announced a new office, Jennifer Kunkle, will begin next week.

Dr. Terrell provided a four-day workweek update. A group continues to meet and collect data to determine how many employees will be affected. This does not alter classes, special events or camps & conferences.

**FROM AFSCME:**

Ms. Stitt announced the following: a) the local awarded a scholarship to Nicholas Kusko and donated $500 to Relays for Life and $1000 to SECA; and b) the executive board continues to participate in leadership workshops.

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

**Dean of Students:** Dr. Lovett announced that programs and activities will be happening to mark the 50th anniversary of Greek life. The Children's Fair will be on March 28.

**Athletics:** Dr. Page reported on the following: a) the four track students who won the Distance Medley Relay at Nationals in Houston, TX have a combined gpa of 3.89; b) Tim Freshour threw a no-hitter - the first one since 1996; c) athletics will begin the process for a strategic plan; and d) Special Olympics recently held a meeting at SU – President Ruud and Representative Kauffman were special guests.

**FROM APSCUF:**

Dr. Finucane reported on the following: a) the selection process for student scholarships is finished - three students will each receive $500 at the annual Student Awards ceremony next month; b) Planning & Budget committee will hold an open meeting will be held next month to give faculty the opportunity to make comments and get information on the state of the budget; c) the nomination process for elections will close next Tuesday; d) there is concern about incoming faculty and the payless pay day – APSCUF will offer a interest free loan of $500 after two weeks to help relieve some burden; e) Academic Master Plan support team has had two meetings; and f) pleased with the good session with the Chancellor last Friday; they continue to have good relations with APSCUF in Harrisburg.

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

Dr. Lyman reported that the Academic Master Plan support team has been formed. Members of the committee are Louise Hatfield, Linda Hoover, Mindy Fawks, and Tony Winter, chaired by Tracy Schoolcraft and Angela Bartoli.

**Enrollment Management:** Dr. Speakman distributed and reviewed the most recent admissions activity report. Dr. Speakman also discussed Unused Course Seats, i.e. students who do not pay their bill on time but occupy (scheduled) classroom seats other students are trying to schedule. The proposed solution is to raise the late bill payment fee from $25 to $100.00 and enhance the communication that precedes the fee. Dr. Speakman was asked to provide recommendations as to when schedules might be dropped and for drops to be earlier rather than later. We must find a way to offer no show classes.
Middle States: Dr. Schoolcraft thanked Sara Grove and Heather Wadas for their help and support throughout the preparation process. If you have not responded to the April 5 reception, please do so. The steering committee will meet on April 6 at 10:00 and the team will give an oral report on April 8. Vice Chancellor Jim Moran will be a part of the team and will assist with continuity explanations and facilities budget. Dr. Schoolcraft encouraged everyone to know the Characters of Excellence and the fundamental elements.

Academic Programs & Services: The awards luncheon will be April 4.

Extended Studies: Registration for summer on-line courses started last Monday – three classes closed by noon the first day. New programs are being planned for next year; a new graduate certificate in MIS; and credentials for day care providers.

Institute for Public Service: Student research recognition day is April 7. Working to disseminate grant research applications.

Arts & Sciences: The General Ed Coordination committee met last week with a consultant – conversations regarding gen ed courses will be held with the faculty.

Business: Dean’s List recognition will be Thursday at 4:00 and the COB Advisory Board will meet on Friday. Dr. Holoviak announced he will be returning to the faculty in August.

FROM UNIVERSITY FORUM:

A CFEST campus support meeting was held last week and the role the Forum plays in shared governance was discussed.

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

Alumni Affairs & Government Relations: Three seats are still available for the Annual Chamber Awards Banquet this Thursday. The Chamber is reviewing their funding of full-time positions. Bruce Hockersmith will retire April 24 as Director. The traffic synchronization will begin this spring. Mr. Ebersole also reported on various alumni events.

Communications & Marketing: Judge Marjorie Rendell will present the address at the undergraduate commencement. Joel Covert, 06’ masters, will present the address for the graduate ceremony.

Luhrs Performing Arts Center/Camps & Conferences: Dr. Folmer Clinton announced the following: a) on-line registration is available for academic & athletic camps; b) Luhrs will be advertised on Comcast beginning early April; and c) Steve Dolbin will put student artwork in the Orrstown Bank Lobby. Upcoming events were announced.

FROM THE SHIPPENSBURG UNIVERSITY FOUNDATION:

Mr. Clinton reported on fund raising activity. Several visits with Dr. Ruud have been conducted and more are scheduled. The Foundation is in pre-campaigning mode.
FROM INFORMATION TECHNOLOGIES AND SERVICES:

Identity Theft Prevention: Dr. Ruth reviewed an Identity Theft Prevention Program, which is required by the Federal Trade Commission to be in place by May 1. The draft is shown in MINUTES ATTACHMENT 2.

Dr. Ruth reported that the procurement process for Student Information System (SIS) is still progressing.

University Technology Council: Dr. Mathes provided an update of Tech Fee projects submitted for funding. These projects will be reviewed with the Provost. Process of renewals for next year is getting started.

Lehman Library: Dr. Schultz reported that the pilot for extended hours of the Library is in its second week. The numbers and a cost benefit analysis will be done. Results will be shared with Dr. Ruth and EMT. The renovation of the Library has begun.

PRESIDENT’S REPORT:

- Dr. Ruud thanked Dr. Holoviak for his service as Dean to the John L. Grove College of Business.
- Chancellor Cavanaugh was here last week and participated in the Council of Trustees meeting. The Chancellor reminded everyone that we have it very different here and we are very lucky. Kudos to the Ship family.
- Reminder to continue customer service efforts. We need to maximize the run-around for administrators.
- Senator Piccola will be visiting campus soon.
- Stimulus bill has no money for higher education; it went to K-12 and state relateds.
- Everyone is asked to get suggestions to their respective VP’s as to what they want from the Administrative Retreat by Friday.

MEETING ADJOURNED at 12:46 am

MINUTES prepared by Robin Maun