SHIPPENSBURG UNIVERSITY

PRESIDENT'S CABINET
Monday, November 7, 2011
9:00 a.m., Grove Hall Forum

Presiding: Dr. Ruud

Members Present: Mr. Bryson, Dr. Burg, Mr. Clinton, Ms. Dixon, Dr. Ebersole, Ms. Fawks, Dr. Folmer Clinton, Dr. Gigliotti, Ms. Grissom, Dr. Harpster, Ms. Howell, Dr. Jacobs, Dr. Johnson, Dr. Kooti, Dr. Lovett, Dr. Lyman, Dr. Mayer, Mr. Michaels, Dr. Mike, Mr. Pilgrim, Dr. Ruth, Dr. Schoolcraft, Dr. Schultz, Dr. Serr, Dr. Speakman, Mr. Stepler, Dr. Terrell, Dr. Topper, Dr. Wehrung and Mr. Wonders

Others Present: Ms. Carolyn Callaghan for Dr. Sax, Mr. Brian Johnson, Dr. Susan Rimby, Ms. Maryrose Wilson and Dr. Becky Ward

APPROVAL OF MINUTES:

Upon a motion of Dr. Folmer Clinton, seconded by Dr. Ruth, the minutes of the October 17, 2011 meeting were approved.

INFORMATION AND ACTION ITEMS:

Faculty Search Manual: Dr. Susan Rimby reported on the status and progress of the updated Faculty Search and Recruitment Manual. The new manual will have six major changes: more clarity and standardized text; appropriate committees; more inclusive and straight forward equal opportunity statement; clarify role of faculty on committees; recruitment plan and role of Social Equity Director; and procedures if no Veterans are in pool. Dr. Ruud asked that the language regarding terminal degrees/past practices be strengthened. The Manual will be reviewed by Meet & Discuss, Forum and EMT before final approval.

Enrollment Management: Dr. Speakman reported on the current number of applicants for the Spring and Fall 2012.

HealthyU Wellness Program: Ms. Wilson, Dr. Ward and Dr. Gigliotti talked about the many successes of SU's Wellness Program and worksite wellness opportunities.

2012 Holiday Schedule: Dr. Topper reviewed the proposed 2012 Holiday Schedule. Upon a motion of Dr. Harpster, seconded by Dr. Ruth, the schedule was approved as shown in MINUTES ATTACHMENT 1. Dr. Topper reminded everyone that the University will be closed for the holiday December 26, 27, 30, and January 2 this year. Staff is encouraged to use leave for the remaining days.

Employment of Relatives: Dr. Topper reviewed the requested changes to the draft Employment of Relatives policy, along with minor editorial changes. Upon Dr. Topper's motion, seconded by Dr. Terrell, the policy was approved as shown in MINUTES ATTACHMENT 2.

Facilities Update: Mr. Bryson reported that the University will be exercising our energy savings plan during the holiday breaks. All buildings will be up on "unoccupied status – 55 degrees" beginning at 4 pm December 23 through 7 am January 3. If you have faculty or staff in your areas during this time, please contact Mr. Bryson to make the appropriate arrangements. We will also be practicing "unplug it." Employees are asked to unplug all electrical items including computers, printers, copiers, etc.

Capital Budget: Dr. Terrell reported that PASSHE has notified us that the Capital Budget has been reduced from $130M to $65M. Because of this, some projects may be affected.

AMP/PPS: Dr. Lyman reported that the Academic Master Plan is progressing and the Program Prioritization task force met last week.

Fall Break 2012: Dr. Serr reported that a group is looking at Homecoming activities for 2012. While do so, changes were suggested as such: Parents & Family Day – September 22; Homecoming – October 6; and Fall Break begin October 13. The Academic Calendar committee has approved the change in Fall Break 2012. If you have questions or comments, please direct them to Dr. Serr. Cabinet will be asked for final approval at the December meeting.

Faculty/Administrator Emeritus Policy: Dr. Lyman shared minor editorial changes to the Emeritus Policy that was approved September 19. Discussion from APSCURF and APSCUF followed inquiring about the following: including coaches; grandfather those who retired prior to September 19; ID's and discount options; levels of approval. It was agreed that Dr. Lyman would revisit the policy and present to Cabinet at a future meeting.

Student Association: Ms. Dixon reported on the following: the executive rules committee just returned from a leadership conference in Florida; Forum Friday's will be held twice a month; and as a result of the BOSGP meeting, fundraisers will be held each year to help causes within the U.S.

Graduate Student Association: Ms. Howell recently attended PASSHE's Women's Consortium at East Stroudsburg. The GSA is concerned about the lack of resources in the Learning Center; seems only u/g resources are available.

SU Foundation: Mr. Clinton announced the following co-chairs of the Campus Campaign:
Faculty: Dr. Jacobs and Dr. Finucane; staff: Ms. Kathy Coy and Mr. Hershey; and administration: Drs. Schultz and Sax. The kick-off meeting will be held November 10.

President's Report

Dr. Ruud thanked those who attended the Senate Appropriation hearing at Millersville last week. The House and the Senate will be voting on the HEMA (Higher Education Modernization Act) next week. Activities will be held on Veteran's Day throughout campus; please participate in whatever you can. There are some BOG policy changes to be approved on purchasing procurement and delegation of authority. The PASSHE Diversity Summit has been eliminated from the budget. Presidents are looking for a way to continue to worthy conference.

FOR THE GOOD OF THE ORDER/ANNOUNCEMENTS:

- University Police are in the process of interviewing for a new officer
- Forum met and discussed the 5-year plan of enrollment management and how the campus is using distance education
- Faculty appreciates the release of sections for the spring semester and look forward to additional discussions regarding the use of surplus
- Kurt Dunkel, Faculty Athletic Representative, organized a clean-up day in which 100 athletes cleaned various locations in town
- Brian Saltzman, Esq. will be the Graduate Commencement speaker
- LPAC mid-season brochure is ready and will be mailed soon – 4 new shows have been added
- ABET will be on campus for the next 2 days reviewing the Computer Science program
- Supply Chain Management department appreciates the opportunity to address the Senate at the appropriations hearing last week
- COB had a successful Advisory Board meeting on October 28 in which the next 5 years of the COB was discussed along with the development of a strategic plan
- Multi-University electronic application vendor has been identified pending contract negotiations. The implementation will be delayed by one semester until Spring 2013
- Educause conference recently held in Philadelphia discussed the core-data survey. A presentation on this will be at a later Cabinet meeting
- Campus Veteran's Day ceremony will be at 2:15 on November 11, 2011
- Thanks to those who attended the Foundation event on Saturday evening
- Phone-a-thon is going well and is up from last year
- Periodic review is due to Middle States
- Various Chamber activities are going on; see Dr. Ebersole for details if you are interested
- Individual colleges will be asked to include activities for Homecoming next year and if you are traveling to a conference, please let the Alumni Office know in case there are opportunities for an alumni event in that region

HAPPY THANKSGIVING!

MEETING ADJOURNED at 10:55 a.m.

MINUTES prepared by Robin Maun