SHIPPENSBURG UNIVERSITY

PRESIDENT'S CABINET
Monday, December 10, 2012
9:00 a.m., Century Cafe

Presiding: Dr. Ruud

Members Present: Mr. Bryson, Ms. Cline, Mr. Clinton, Ms. Diehl, Ms. Fawks, Dr. Finucane, Dr. Folmer Clinton, Dr. Gigliotti, Dr. Grove, Dr. Harpster, Dr. Johnson, Dr. Kooti, Dr. Lovett, Dr. Lyman, Dr. Mayer, Mr. Michaels, Dr. Mike, Mr. Pilgrim, Dr. Ruth, Dr. Sax, Dr. Schoolcraft, Dr. Serr, Dr. Stokely, Dr. Terrell, Dr. Topper, Mr. Washabaugh, Dr. Wehrung and Mr. Wonders

Others Present: Ms. Lori Smith for Dr. Ebersole, Mr. Justin Sentz, and Mr. Brian Johnson

APPROVAL OF MINUTES:

Upon a motion of Dr. Folmer Clinton, seconded by Dr. Lyman, the minutes of the November 12, 2012 meeting were approved.

INFORMATION AND ACTION ITEMS:

IT Accessibility Plan: Mr. Sentz reviewed the Accessibility Plan which promotes equal access to university electronic information resources, technologies and services for students, employees, guests and visitors – including those with disabilities. Upon a motion of Dr. Ruth, seconded by Dr. Harpster, the Plan was approved as shown in MINUTES ATTACHMENT 1.

Security Policies: After review through various sub-committees, Dr. Ruth indicated the only change to the policies since Cabinet's first see was within the Breach Notification; Page 3 step 5 4th bullet. A toll-free number is available if necessary with a flip of a switch. Dr. Grove inquired about training for department secretaries with regard to email retention policy. Any email or electronic document falls under the Record Retention policy through Administration & Finance. It was noted that department secretaries and others need professional development in this area. Upon a motion by Dr. Ruth, seconded by Dr. Lyman, the policies were approved.

AMP: Dr. Sax reported that did an AMP presentation at Middle States, along with Dr. Grove, Dr. Russell Robinson and Dr. Karen Johnson. The presentation went very well and generated a lot of interest.

Enrollment Management: Mr. Washabaugh reported that Admissions has wrapped up 3 open houses, including a transfer component that will be done again in the spring. Enrollment numbers for spring are 43 ahead of last year and at 569 for fall, up 75 from last year in New Jersey because of NJ counselor addition. Transfers are up slightly. Confirmations for Fall are off slightly from 2012 but on target from 2011 and deposits are good. GRADUATE: Dr. Schoolcraft reported that applications, offers, and deposits are up. International numbers are up with 21 offers and 7 deposits.

New Student Housing: Dr. Lovett reported that students will begin moving into the new residence halls on Friday at 10am. He thanked Barry McClanahan, Bill Yost and the Physical Plant staff. Dr. Serr

reported that he and Dr. Terrell will travel to Pittsburgh on Wednesday to settle on phase 2 of the new housing. Tours of the new halls are being coordinated so let Dr. Serr know if you are interested. In addition he reported that the Health Center is looking to do electronic health and sports med forms under the leadership of the new physician, Dr. Todd Pederson. Pre-proposal meetings for food service contract – Aramark, Sodexho, Chartwells and Metz.

SU Foundation: Mr. Clinton thanked everyone involved in the comprehensive campaign. Public phase campaign committees are kicking off. The Campus Campaign begins next week.

President's Report:

Dr. Ruud reported the following topics were discussed at the Council of President's meeting: Dr. McNairy was recognized on her retirement; discussion on IT Governance system wide; mandatory fees; capital projects; alumni survey; enrollment management; affiliated organizations; performance based funding; human resource policies; PASSHE Academy; PASSHE hotline; and Chinese student initiative. An academic chairs conference will be held at Kutztown in January and well as the next Board of Governors meeting.

Dr. Ruud reminded everyone of commencement on Friday and Saturday; holiday open house on Monday and most of campus will be closed Dec. 26-28. Make sure your area is covered. UPS will be open and you should encourage folks to use it. The bookstore will also have some hours prior to Christmas.

FOR THE GOOD OF THE ORDER/ANNOUNCEMENTS:

- Thanks to Mr. Clinton for sponsoring the retired faculty event last week
- IT Governance planning at system level – need more leadership and guidance of dedicated time due to a non-replacement of personnel
- Multi-university application to go-live for 2014 recruitment year
- Auction of residence hall furnishings will be next Tuesday at 10:00 in 4 halls – state employees or their families are permitted to bid
- Department chair persons conference – if anyone interested please contact Mr. Johnson; Academic Affairs will support 10
- Search for Enrollment Management Dean has been extended through the spring semester. Thanks to Dr. Grove and Dr. Winter for co-chairing this effort.
- November 24&25, IT staff attended the PA Banner Users Group conference – 8 presentations – 4 were accepted for April's national conference in Philadelphia
- Upgrade Banner w/proxy access – not ready yet – legal doing language
- January 4&5 another upgrade to correct slow-down experienced during scheduling
- Thank you to everyone participating in the library quality survey
- Winter on-line enrollment strong with 665 students enrolled; registration through next week
- Forum met on November 22 with reports on AMP and change in undergraduate gpa requirement for Dean's List – next meeting January 29
- Middle States meeting was excellent and Dr. Sax did excellent job representing SU. The meeting had a heavy emphasis on strategic planning; PRR has more teeth with Middle States than ever; now enforcing federal regulations with they have never done before

- Students appreciative of APSCUF's announcement of no interruptions and remained calm – next negotiations set for tomorrow and Dec. 19
- Entering energy conservation mode over break in classrooms and offices
- Announcements for Un-plug It program – administrative staff should take lead to ensure implementation – the President support and encouraged this action
- Construction for Phase 2 – fences will be put in place and demolition of McCune will begin Jan. 7 with Lackhove and Kieffer the following week; Seavers in March or April along with Etter
- Campus wide electrical outage is scheduled for Dec. 22
- Successful fall for athletics – Zach Zulli up for Harlon Hill Award – DII's equivalent to the Heisman; Coach Mac up for a few awards as well
- Multi-university application creates implications for graduate apps by making the process to long
- Two LPAC shows remaining in December: Vienna Choir and Shrek the Musical
- Dr. Topper is serving on the negotiating team for the coaches and there is a meeting Wednesday
- End of year payroll info is coming out – electronic W-2's will be available - must opt in but not required

MEETING ADJOURNED at 10:36 a.m.

MINUTES prepared by Robin Maun