SHIPPENSBURG UNIVERSITY

PRESIDENT’S CABINET
Monday, February 26, 2018
9:30 a.m., Century Café

Presiding: President Carter

Members Present: Mr. Bittinger, Mr. Bodenhorn, Dr. Callaghan, Dr. Diehl, Ms. Fawks, Dr. Garris, Dr. Hale, Ms. Halkias, Dr. Haughie, Dr. Kooti, Dr. Laskowski, Dr. Lyman, Ms. Mapp, Ms. Maun, Dr. Mayer, Dr. Mike, Mr. Miller, Mr. Roth, Dr. Ruth, Dr. Schoolcraft, Dr. Serr, Dr. Topper, Dr. Truss, Dr. Velez, and Ms. Yarwood

Others Present: Dr. Lynn Baynum for Dr. Hill and Ms. Chrystal Miracle for Ms. Detter

APPROVAL OF MINUTES:

Upon a motion of Dr. Ruth, seconded by Dr. Mike, the minutes of January 29, 2018 were approved as shown in MINUTES ATTACHMENT 1.

INFORMATION & ACTION

Academic Affairs: Dr. Lyman announced that the Honors program will transition to be an Honors College under the direction of Dr. Kim Klein. Academic Affairs Council is now Academic Affairs Management Team.

Middle States: Dr. Schoolcraft indicated the process is on track. First drafts from workgroups are due Wednesday. The Co-Chairs and Tracy will give feedback. Final draft is due May 15.

Enrollment Management: Dr. Truss reviewed the enrollment numbers. The President reminded everyone that while we may be up over last year, we are still down. Graduate admissions is down and we need to review how we offer GA positions. Discussion followed: we have had the advantage of data and analytics provided by the Office of the Chancellor through the supply and demand gap analysis; external issues affect us as well and there are things we could do by supporting the existing programs we have verses creating new ones; quality of life around our graduate students who live here; the number of and amount that we pay our Gas; we need to look at our packages – PCDE finds a barrier for working adults is our fees are separate from cost and they are out of pocket while other schools, like Wilson, package their fees, which employers pay; we must review our support of international students; and the graduate application process needs to be enhanced from marketing to approval and notification. An overall enrollment management plan is being developed in which everyone will have input. We need to provide courses of convenience. We will only accomplish our goals if we do it together.

Facilities: Mr. Roth announced the following: the mini master plan process continues; FSC working group is working together to get the right mix; the telecommunications project started by the baseball field; working with Dr. Ruth on geo-referencing systems; and Stewart Hall designer will be on campus in March.
Summer Fee & Refund Schedule: Ms. Fawks reviewed the 2018 summer fee & refund schedule. Upon a motion of Dr. Ruth, seconded by Dr. Lyman, the Schedule was approved as shown in MINUTES ATTACHMENT 2.

New student move-in: Dr. Serr announced that move-in will be conducted on one day - August 22.

Student Government: Mr. Bittinger announced elections this week for board positions. Advocacy Day went well.

Technology: Dr. Ruth announced that an audit will be conducted by the Office of Internal Audit and Risk Assessment. Last week, he and Dr. Diehl met with the auditor, David Shissler, to discuss the audit of Student Information System user accounts.

External Relations: Dr. Garris reported that: the Premiering SHIP event in Pittsburgh went well; the Alumni Association Board met this weekend and are anxious to help; thanks to all that participated in Advocacy Days - it was a great day for Shippensburg; working on inauguration publications; a personality campaign was conducted via social media over Valentine’s week; website upgrades continue and if someone contacts you, please assist them.

SU Foundation: Ms. Miracle reported that the campus campaign is underway through March 8. Chairs are: Sara Grove for Faculty; Amy Diehl for Administration; and Deb Booz and Rob Tritt for staff. Class of 68 will solicit funds for the First Year Experience. The 27th annual Celebration of the Spirit of Generosity scholarship dinner will be held March 20.

PRESIDENTS REPORT:

President Carter reported on the following items from the System: thanks to everyone who participated in the Advocacy Day last week - it was a great day and a lot of effort when into preparations; program approval process has been streamlined and no longer needs to go through the BOG; as a result of the System redesign and as co-chair of the Student Success Task Group, they have agreed upon a Student Success statement for the System “Our 14 State System Universities provide access to high value, relevant educational experiences that prepare all students in a timely manner for pathways to successful lives and careers.”

We will be holding a campus-wide town hall meeting on March 6 focusing on enrollment management. First but not last in a series of topic specific meetings. It will be a two-part panel – student success and recruitment. Pre-submitted questions will be permitted.

Undergraduate research has been selected as our university specific performance funding indicator.

Inauguration – thanks to Danny & Kara for their leadership. Planning groups are working and a week of events & activities are being planned.

Visioning Team letters will go out today or tomorrow. Thank you to those who made recommendations or nominations.

An email will be sent later today regarding additional reorganizational changes.
Meeting in March with business leaders from around the region to find out their needs and get them engaged in what we are doing.

“WHY.” We are doing a lot of transitioning and reorganization and we need to know WHY. A video and power point were presented. If we do not have a clear sense of WHY then it is impossible for the outside world to perceive anything more than WHAT we do. Everything we say and do has to reinforce our WHY, our BELIEF, through consistency.

FOR THE GOOD OF THE ORDER:

• CRM project on time Admissions application is slated to wrap up in the summer
• Working with the Foundation on NextGen application; a portal for students to apply for scholarships and allow the backend user greater accessibility
• Alumni email accounts will be available using the Office 365 solution by summer - @alumni.ship.edu Graduates in May will be first to receive.
• “little dig” is two parts – telecommunications and electrical distribution infrastructure upgrade. This infrastructure will serve campus for the next 50 years.
• TrailFest is an umbrella event for Race, Run, Ride, and Ramble will be held on April 21 at the Foreman Triangle/Shippensburg Station @ 11:30 CVTrailFest.us for more info
• Jonathan Skaff and Victoria Kerr a peace corp program……get info grant proposal was recently approved – only System school to have
• The Fashion Archives and Museum was awarded a $40,000 grant from The Coby Foundation. With the assistance of the Shippensburg University Foundation, FA&M can hire a professional exhibit designer for their next exhibit opening in April
• Center for Land Use &B Sustainability continue to strongly engage our faculty and students
• First doctoral student completed her dissertation on Friday. Jolinda Wilson was awarded a doctorate in Educational Leadership. Her dissertation was titled “An Analysis of the Impact of the Local Effort Capacity Index on Fiscal Equity Principles in the Pennsylvania Basic Education Funding Formula.”
• Ed&HS is engaging in poverty research and its perceptions. They are also meeting with former students to talk about their success stories.
• Hosting events for urban leaders and an inclusive environment
• On-line registrations of 560 for spring (536 last year) and the majority is in grad courses
• Collecting data around our winter term session
• Lunch n’ Learns with collaborations of faculty and divisions
• FYE steering committee meeting this week
• Gen Ed council votes on distribution of courses tomorrow
• Working on conversations about how we pull together our advisory efforts and working on review of distance education policies. New invigorating degree completion program was approved by Forum
• How do we expand community access in Shippensburg? Example – parking for the community to go to Starbucks
• Local high school students make heavy use of the campus for photos etc., how can we do more
• Working people day of action – rally in Philadelphia. Will also be in front of library today
• February 20 passage of degree completion program
• Hearing officer training, facilitated by Jeff Hawkins and Amber Sizemore, will be held March 30
• Human Understanding mini grant award
• Preferred named policy – timeline for implementation hopefully by end of semester
Reconvening a Title IX workgroup

First of 2 admitted student days this Friday – 283 students registered and over half are admitted - we hope to get them confirmed and through the on-boarding process. Students from Philadelphia will be bused in (29). Second one is April 6 with 144 currently registered

Enrollment Management reports continue to be enhanced

Looking for volunteers to assist with Admitted Student Day

Ship is You York will be held at the York YMCA on March 8.

Working on yield strategies and we have doubled our outreach for spring – those not confirmed and building a pipeline for juniors

COB Beta Gamma Sigma speaker series will be March 22 and President Carter will be guest speaker

Working with School of Business in France that is AACSB accredited and working on an exchange program

Two faculty members working on collaborative engagements with China and how do we recruit

Academic Innovation grant – first pre-app meeting is tomorrow – one department already submitted

AFSCME has been busy clearing snow and painting Old Main. Thanks for support.

APSCURF meeting last semester – Foundation sponsors spring meeting - President Carter met 2 faculty members who wanted to engage on the data side and are helping already

BL thanked for generous messages received in memory of her mother’s passing earlier this month

MEETING ADJOURNED AT 11:28 am

MINUTES prepared by Robin Maun