

## MINUTES

COUNCIL OF TRUSTEES  
Shippensburg University  
March 30, 2018

The Council of Trustees of Shippensburg University met on Friday, March 30, 2018 at 11:00 a.m., in the Shippensburg University Foundation Conference Center on Campus.

### ATTENDANCE:

The President of the University, Laurie A. Carter, and following members of the Council were in attendance:

Jeffrey Coy  
Debra Gentzler  
William Gindlesperger  
Glen Grell

S. Eugene Herritt  
Andrew Paris  
Evan Redding  
L. Michael Ross  
B. Michael Schaul

Representatives from the University administration, faculty, students, and staff were:

Dr. Barbara Lyman, Provost & Executive Vice President  
Dr. Rick Ruth, Vice President for Technology and Library Services  
Dr. Roger Serr, Vice President for Student Affairs  
Dr. Donta Truss, Vice President for Enrollment Management & Student Success  
Ms. Mindy Fawks, Associate Vice President for Administration & Finance/CFO  
Dr. David Topper, Associate Vice President for Administration & Finance/CHRO  
Dr. Kim Garris, Associate Vice President for External Relations  
Dr. Daniel Velez, Chief of Staff  
Ms. Robin Maun, Executive Assistant to the President and Secretary to Council  
Ms. Madison Scarr, President, Student Government  
Dr. Kara Laskowski, President, APSCUF  
Mr. Curt Miller, President, AFSCME  
Mr. Doug Harbach, SU Alumni Association  
Mr. Joel Zullinger, Chairman of the Board, SU Foundation  
Dr. Amy Diehl, Associate Vice President, Technology & Library Services  
Mr. Mark Bodenhorn, Communications & Marketing

### CALL TO ORDER:

Jeff Coy, Chair, called the meeting to order.

### PUBLIC COMMENTS:

Chair Coy provided an opportunity for public comment. There were none.

### APPROVAL OF MINUTES:

Upon motion of Mr. Grell, seconded by Mr. Schaul, the minutes of the meeting held on January 26, 2018 were approved.

### REPORT OF THE PRESIDENT:

President Carter asked for reports from each division.

Dr. Lyman, Provost and Executive Vice President, called attention to the following information from Academic Affairs:

Retirements

Dibello, Catherine	Professor, English	July 2018
Taylor, Ronald K.	Professor, Management, Marketing & Entrepreneurship	August 2019
Winter, Anthony	Associate Dean, College of Business	June 2018

Sabbaticals Granted for 2018- 2019

Armstrong, Alice	Computer Science	Full Year
Birsch, Doug	History/Philosophy	Semester I
Botteron, Cynthia	Political Science	Semester II
Cella, Matthew	English	Semester II
Dagnes, Alison	Political Science	Semester II
Harris, William	English	Semester I
Jirard, Stephanie	Criminal Justice	Semester II
Klein, Kim	History/Philosophy	Full Year
Lucia, Margaret	Music/Theatre Arts	Semester II
Melara, Luis	Mathematics	Semester I
Ragone, Agnes	Modern Languages	Full Year
Renault, Marc	Mathematics	Semester I
Tulchin, Allan	History/Philosophy	Full Year

Head Start

The Council was asked to approve the eligibility, recruitment, selection, enrollment, attendance plan and selection criteria, shown in exhibit A. Additionally, the Council was asked to approve a reallocation of \$23,700 for the purchase of a new Dodge Grand Caravan V6, 7 passenger vehicle.

Upon a motion of Mr. Black, seconded by Mr. Gentzler, the Council unanimously approved the Head Start actions.

Other

Dr. Lyman congratulated and commended Madison scar, Shippensburg University is president of the student Government Association for receiving the NCAA Postgraduate Scholarship. Scarr is the 10<sup>th</sup> student-athlete to receive this scholarship in Shippensburg University history.

**FROM THE VICE PRESIDENT FOR TECHNOLOGY & LIBRARY SERVICES:**

Dr. Rick Ruth announced the retirement of Michael Yoh, Director, Media Services, which is effective May 2018.

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

Dr. Roger Serr acknowledged Madison Scarr for her work on behalf of students at Shippensburg University and for receiving the NCAA Postgraduate Scholarship. He also acknowledged the long-standing relationship between the university and United Campus Ministry.

## **FROM THE VICE PRESIDENT FOR ENROLLMENT MANGEMENT & STUDENT SUCCESS:**

Dr. Donta Truss reported the following regarding our enrollment:

### Recruitment of New Students:

- Ship is 3% ahead of last year in First Time In College applications, 11% ahead of last year in admitted Students, and 8% ahead of last year in confirmations. Currently, we have 890 students confirmed.
- Ship is even with last year in transfer applications, -6% behind last year in admitted transfer students and -16% in Transfer Students confirmed.
- Ship is 6% ahead of last year in Graduate Student applications, - 2% behind last year in admitted graduate students, and 20% ahead of last year in confirmations. Currently, we have 131 graduate students confirmed.
- Ship is 8% ahead of last year in out of state applied students, 12% ahead of last year in out of state admitted Students and -2% behind last year in confirmations.

Dr. Truss also discussed the SHIP's Voyage a program that educates high school students about Shippensburg University, scheduled for May 01, 2018 at Shippensburg High School.

## **FROM THE ASSOCIATE VICE PRESIDENTS FOR ADMINISTRATION & FINANCE:**

### Purchases

Ms. Mindy Fawks, provided overview of purchases made under the provisions of the Act 188 as shown in EXHIBIT C. There were no questions.

### Contracts

Ms. Fawks provided information regarding contracts made under provision Act 188 as shown in EXHIBIT D. There were no questions.

### Summer 2018 Fee & Refund Schedule

Ms. Fawks asked the council to approve the 2018 summer fee and refund schedule as shown in EXHIBIT E. After a motion by Mr. Grell and seconded by Mr. Black the Council unanimously approved the schedule.

### Capital Projects

Ms. Fawks asked the council to approve the capital project spending plan for fiscal year 2018 through 2023 as shown in EXHIBIT F. After a motion by Mr. Heritt and second by Mr. Black the Council unanimously approved the capital project spending plan.

### Privatized Housing

Ms. Fawks asked the Council to approve a resolution to accept transfer of the student housing from SUSSI to the University and to use capital facilities funding available through the state system to pay off the SUSSI debt, as shown in EXHIBIT G. Mr. Grell asked a clarifying guidance provided earlier in the workshop session by Ms. Fawks, whereby the interest rate market should allow the University to pull out of the deal if the percentage adversely changes prior to finalization of agreement. Ms. Fawks confirmed this guidance. No other questions were asked. After a motion by Mr. Schaul and second by Mr. Ross the resolution was approved.

### Non-Instructional Personnel Actions

Dr. David Topper, Associate Vice President for Administration and Finance/CHRO provided information on recent non-instructional personnel actions as shown in exhibit H. No vote was taken.

**FROM THE ASSOCIATE VICE PRESIDENT FOR EXTERNAL RELATIONS:**

Dr. Kim Garris relations acknowledged the efforts of Shippensburg University to tell our story as outlined in one of President Carter's key goals. Garris congratulated those in the room for their work on this initiative and also provided information regarding the waves of kindness initiative that is part of President Carter's inauguration theme. Garris informed the audience that over 600 students participated in a recent Flash mob video exercise, which she provided a brief video snapshot to the audience at the conclusion of the meeting.

**PRESIDENT'S REPORT:**

President Laurie A. Carter provided an update on activities within the Pennsylvania state system of Higher education As follows:

Board of governors meeting: President Carter expressed excitement to host the Board of Governors at Shippensburg University on April 4 and 5 in the CUB. This is the first time in 10 years that the BOG meeting was hosted outside of the Dixon University Center.

Commencement speaker: President Carter announced her appreciation for and excitement regarding Roger Serr, Vice President for Student Affairs, who will be the featured under graduate commencement speaker at the request of students.

Alumni events: President Carter provided brief overview regarding the events that she has attended in support of cultivating relationships with alumni and the University. For example, she spoke of her recent visit to Pittsburgh Pennsylvania.

Facilities department: President Carter commended the facilities department for a phenomenal job staying on top of the severe weather event, which occurred a week prior to the trustees meeting. The University saw 14.1 inches of snowfall.

Faculty: President Carter commended the faculty for the exceptional work they are doing on the degree completion program. President Carter highlighted their work to ensure innovative degree attainment approaches.

Students: President Carter commended students for their work throughout the semester. She also expressed her excitement for student participation and enthusiasm surrounding the waves of kindness initiatives. She especially commended students for their participation in the flash mob video, and for their work on the 17 waves of kindness Initiative, which is connected to the inauguration theme.

Community: President Carter thanked everyone in the gallery for our work together throughout this academic year. She emphasized and thanked everyone for the important role that we, together, play in advancing Shippensburg.

Inauguration: President Carter reminded everyone about the inauguration activities, which begin the week of August 16. She reminded all present that they are invited and encouraged to attend all the activities that had been planned for the week-long celebration. She encouraged all to visit the inauguration website for more information.

There were no questions or comments regarding the President's report.

**COMMENTS FROM STUDENT GOVERNMENT:**

Ms. Scarr provided an update on the guest speaker Dr. Roger Cleveland, associate professor of educational leadership and policy studies at Eastern Kentucky University who visited Shippensburg University to present to students and members of the administration on diversity. She also informed the group of the April 9<sup>th</sup> Senator Elections process and that she and student government were actively seeking feedback from the students. Additionally, Ms. Scarr discussed student participation and interest in the Waves of Kindness campaign and Mocktails program on campus. Student Government is preparing for training and are in discussion on the importance of quality advising at Shippensburg University.

**COMMENTS FROM APSCUF:**

Dr. Laskowski reports that 15 of 24 tenure track searches were conducted and is very excited about the new faculty that will be joining the university this fall. One faculty member is coming from Alaska and is a taxidermist. Dr. Laskowski reminded everyone that they are invited to the Minds at Work Conference on April 24, 2018. Dr. Laskowski also shared that APSCUF is currently reviewing local policies related to tenure and sabbatical, which will be an discussion item at Meet and Discuss in September, as well as distance education. Dr. Laskowski also announced that following an election, she will continue serving as President and Dr. Aaron Dobbs as Vice President for another two years.

**COMMENTS FROM AFSCME:**

No comments/report provided.

**COMMENTS FROM THE ALUMNI ASSOCIATION:**

Mr. Harbach reported that in concert with Information Technology, Alumni will receive email addresses “@ship.edu” Mr. Harbach notes, this will allow for new brand recognition and keeps alumni connected to the university. Mr. Harbach also notes a successful job shadowing program took place over spring break with 25 participants. Shippensburg University alum note our students are “well prepared”; “one of the best programs that engage with alumni”; “excellent program for recruiting future graduates.

Mr. Harbach also announced the following activities/events:

April 12 Virtual Career

April 17 Career Conference with Alumni and Current Students

Ship premiere events good reach to the West and East.

50<sup>th</sup> Anniversary Reunion May 31 during Alumni Weekend from May 31 through June 2

April 29 Adult Easter

May 31 through June 2

Mr. Harbach concluded his remarks by thanking and congratulating Ms. Robin Maun, executive assistant to the President at Shippensburg University for her dedicated years of service and her outstanding support to the Alumni of the University throughout her tenure. Ms. Maun is retiring from the University effective, March 30, 2018.

There were no questions for Mr. Harbach.

**REMARKS FROM THE CHAIRMAIN:**

Mr. Coy asked for the Mr. Herritt, Mr. Grell and Mr. Everett to serve on the Nominating Committee. He asked Mr. Herritt to Chair the Committee. They all accepted.

**RECOGNITION:**

Resolution

Mr. Coy called upon Mr. Ross to come forward and present Ms. Robin Maun, executive assistant to the President at Shippensburg University with a citation in recognition of her service to the Council of Trustees and Shippensburg University.

The citation read:

**WHEREAS**, Robin Maun served as the Secretary to the Council of Trustees and Executive Assistant to the President of Shippensburg University; and

**WHEREAS**, she served Shippensburg University for over 25 years in the offices of Admissions and the President helping the university achieve its goals; and

**WHEREAS**, in fulfilling those responsibilities, she upheld the trust and confidence placed in her by the Commonwealth of Pennsylvania; and

**WHEREAS**, she worked effectively on behalf of the University to cultivate and nurture relationships with its varied constituencies; and

**WHEREAS**, her support of the administrative leadership of the University aided them in their efforts to develop academic programs of quality, and excellence;

**THEREFORE BE IT RESOLVED** that the President of the University and the Chair of the Council of Trustees of Shippensburg University hereby recognize with great appreciation the leadership, guidance, support, and personal commitment that Robin Maun has given for the betterment of Shippensburg University.

Following Mr. Ross's presentation of the citation, the following sentiments were expressed:

Mr. Redding notes that Ms. Maun has been especially helpful to him and has worked with every student on Trustee. He notes Ms. Maun has had a lasting impact on the student Trustees.

In attendance within the general audience was Dr. Jody Harpster, 16<sup>th</sup> President, Shippensburg University. Dr. Harpster spoke at length about the level of professionalism, commitment and love Ms. Maun had for the university and for how she worked with him personally. He described Ms. Maun's efforts on behalf of the Office of the President during his tenure as "outstanding" and Ms. Maun as "irreplaceable".

Dr. Lyman expressed appreciation for the support Ms. Maun provide to her during her service as Interim President.

Mr. Grell expressed appreciation for Ms. Maun for the work assignment she supported him in when he served as Chairperson of the Council of Trustees.

Dr. Laskowski expressed appreciation for Ms. Maun. She notes how fondly the faculty spoke of Ms. Maun, stating "you can always count on Robin."

Mr. Coy expressed, Robin made a difference. She has made things better being here.

Ms. Maun expressed her appreciation for those in the room and her joy for working at the University.

All were invited to join the Trustees and President Carter for a reception following the meeting.

**NEXT MEETING DATE:**

The next meeting will be Friday, May 18, 2018 on the Shippensburg University campus.

**ADJOURNMENT:**

Upon motion of Mr. Gindlesperger, seconded by Mr. Ross, the meeting was adjourned at 11:58 a.m.

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L. Michael Ross, Secretary

**CERTIFICATION:**

I hereby certify that the above minutes of the meeting of the Council of Trustees of Shippensburg University held on Friday, March 30, 2018 are correct.

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Jeffrey Coy, Chair