

Office of the President

Shippensburg University
1871 Old Main Drive
Shippensburg, PA 17257-2299



www.ship.edu

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Council of Trustees

Friday, September 15, 2023 | 2:00 PM | CUB MPR

Public Meeting Agenda

1. Call to Order
Presenter: Mr. Doug Harbach, Chair

2. The Pledge of Allegiance

3. Roll Call

4. Public Comments

5. Board Action Items
Presenter: Mr. Doug Harbach, Chair

ACTION

ACTION: Approval of Published Agenda

ACTION: Approval of Minutes

6. President's Report
Presenter: Dr. Charles E. Patterson, President

ACTION: 2024 Council of Trustee Meetings

ACTION: Order of Succession

ACTION: Naming of College of Business Forum

7. Academic Affairs Updates
Presenter: Dr. Nicole Hill, Interim Provost

8. From the Division of Administration & Finance
Presenter: Dr. Jolinda Wilson, Vice President

ACTION: Budget 2023-2024

9. From Enrollment Management & Marketing
Presenter: Dr. Megan Luft, Interim Associate Vice President

10. Education Presentation – *Ship Start: A Gateway for Access and Opportunity*
Presenters: Dr. Michael Levinstein (Assistant Professor, Director of Exploratory Advising & Advising Development), Bill Washabaugh (Associate Director of Admissions), and students

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11. Reports

APSCUF Report

Presenter: Dr. Chad Bennet, Representative

AFSCME Report

Presenter: Ms. Stephanie Decker, Representative

SCUPA Report

Presenter: Mr. Kyle Miller, Representative

Alumni Association Report

Presenter: Mr. Steve Thomas, SUAA President

Student Government Association Report

Presenter: Mr. Harun Pacavar, SGA President

Graduate Student Association Report

Presenter: TBD

12. New Business

- Next Meeting: November 17, 2023

13. Adjournment

Council of Trustees
Friday, May 19, 2023

ACTION

Public Meeting Minutes

The Council of Trustees of Shippensburg University met on Friday, May 19, 2023, at 2:02PM in CUB MPR A as well as visible through a live stream.

Attendance: L. Michael Ross, Doug Harbach, Bill Gindlesperger, Andrew Alosi, Glen Grell, George McElwee (remote), Matthew Steck and Bryan Lowe were in attendance.

Absent: Toni Marchowsky, Rangeline DeJesus

Call to Order

Chairman Andrew Alosi called the meeting to order at 2:04 PM.

Public Comments

No Public comments

Board Action Items

ACTION: The Published Agenda was motioned for approval by Trustee Ross and seconded by Trustee Harbaugh. Motion approved unanimously.

ACTION: Meeting minutes from March 24, 2023, were approved with one change being that Trustee Grell attended in person versus remotely. Motioned by Trustee Grell and seconded by Trustee Gindlesperger. Passed unanimously.

ACTION: New committee members have been elected: Doug Harbach (Chair), George McElwee (Vice Chair), Bill Gindlesperger (Secretary). Motioned by Trustee Grell and seconded by Trustee Ross. Passed unanimously.

President's Report

President Patterson presented to the trustees during the workshop information on Spring 2023 commencement, upcoming alumni weekend, and the inaugural South Central PA Business Summit. He also discussed the university's advocacy efforts at the capitol, athletic accomplishments, personnel changes, SGA president, and summer camps & conferences. He provided information regarding President's Leadership Academy, an update on Shippensburg Area School District, and recent enrollment numbers. He introduced the new Vice President of Administration & Finance; Jolinda Wilson, and thanked Assoc. Vice President Mindy Fawks for serving as interim in this position.

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President Patterson then took the time to introduce the new SGA President, Harun Pacavar.

President Patterson also thanked Chairman Andrew Alosi, Trustee Marchowsky & Trustee McElwee for their service on the executive team.

From the Division of Academic Affairs

Provost Nicole Hill presented the following information for Academic Affairs:

Two Shippensburg University students, Rangeline DeJesus and Kayla Dalhouse, were both awarded the Benjamin Gilman National Study Abroad Scholarship for their summer study abroad programs. Rangeline is a Spanish and International Studies double major who is studying abroad in Argentina and Kayla is a sociology major with an international development minor studying abroad in Costa Rica.

For the academic year 2022-2023, 100 Shippensburg University students will study abroad on a variety of overseas programs. This includes five faculty led courses abroad to locations including the Bahamas, the Dominican Republic, France, Belgium, England, Ireland, Italy, Czech Republic, Germany, Netherlands, and Spain.

Alumnus Isabel Weaver, International Studies Major, has been awarded a Fulbright Educational Teaching Assistantship for 2023 to travel to Taiwan. She is the 9th Shippensburg student to win a Fulbright award. Isabel previously won the Freeman Asia National Study Abroad Scholarship in 2021 and spent the spring semester 2022 in South Korea.

Traveling While Black Exhibit – Summary

Much appreciation for the leadership and hard work of our Office of Inclusion and Belonging, Manny, Shon-del, and Essence. We also had 22 volunteers represented by our faculty, staff, and students.

We partnered with WITF for the Opening Panel Discussion & Reception on Tuesday, April 11, 2023. The event was broadcasted live via WITF's Spark Travels, with 137 in attendance.

We had 543 unique participants in the exhibit, which ran from April 10th – May 8th. The campus and greater campus community provided us with positive feedback, including senior leaders from Millersville University.

Provost Hill personally invite attendees to a Juneteenth celebration to be held on June 15th (Noon -3pm) at the pavilion – Sponsored by MSA, Inclusion & Belonging, and the Provost Office.

Regarding teacher education programs earning CAEP accreditation, the review team is supporting and recommending our program accreditation to the CAEP Commission. We should be receiving an official letter in October.

Our Department of Exercise Science earned its first time program accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHE).

Provost Hill provided an update on our PASSHE PDO Grant for early childhood education. OCDEL is providing an additional 2.5 million as of July 1st which brings our grant to over \$66 million for the 5 years and 11 million for just year 5 alone. Our PASSHE PDO Grant was just audited and received an EXEMPLARY STATUS which is the highest score possible for this review as granted by the state.

The Mathematics Department received a \$1.4 million grant last year from the National Science Foundation to increase the number of high school math teachers, and the program began this year. The department just had approved a graduate-level certificate in math pedagogy aimed at "emergency certified" teachers who need to learn math teaching skills.

The Electrical Engineering program was accredited by ABET this year, the Computer Engineering program's accreditation was renewed, and the Mechanical and Civil Engineering program will undergo their site visit by ABET this fall.

Dr. Joseph Zume of the Geography/Earth Science department won a National Science Foundation International Research Experience grant, a three-year grant that allows him to take students for research to Ghana, studying groundwater quality and sanitation.

SUTV won a collegial Crystal Award for its sports broadcasting by the National Academy of Television Arts and Sciences Mid-Atlantic chapter (a regional Emmy), only one of two PASSHE programs to win such an award.

From our Center for Career and Workforce Development, we have Designed and Began Implementation of Digital Badges for the following programs:

- Hersheypark Leadership Development Internship Program;
- PA Bankers Association Internship Program;
- Front Line Leadership; and
- Summer Workshop Series.

Retention and Student Success

- Increase in usage of Retention and Student Services:
 - Exams given in OAR: 959 (22/23); 880 (21/22) = +79, 9% increase;
 - Appointments with OAR Director – 174 (SP 23); 82 (SP22) = +92, 112% increase;
 - Learning Center appointments (Course Based Tutoring, Learning Specialist, Writing Specialist, Writing Tutoring & CAPS): 2,639 (SP23); 1770 (SP22) = +869, 49% increase; and
 - CAPS – 199 students served; 1437 contacts/appointments; Fall 2023 – 104 students served; 565 appointment/contacts; +95, 91% increase in students served; +872, 154% increase in appointments/contacts.

Key Accomplishments – Seaber RAC

- Division II Award of Excellence National Finalist and Conference Winner;
- Significant increase in the amount of completed student success meetings, when comparing statistics recorded from 2021-2022 to 2022-2023:
 - 874 total meetings recorded in the 2021-2022 academic year vs. 1,598 total meetings completed during the 2022-2023 academic year.
- Increased number of student-athlete check-ins at the Seaber RAC;
- Installation of new student-athlete posters and TV screen monitors to enhance the Seaber RAC space;
- Revamped material for Open House and Orientation events;
- Implementation of new Digital Wall Kiosk for study hall sign-in feasibility; and
- Collaborated with Bill Morgal on the restructuring of the Seaber RAC websites.

Information Technology

Campus Information Systems

- OneSIS General Person round 1 conversion completed with no major errors;
- Working through several issues identified during data validation:
 - Orphaned records from Cohort 1 data conversion blocking our previous student person information to be updated to OneSIS. 11,000+ orphaned records are identified by PennWest and are set to be deleted from OneSIS;
 - Multiple active addresses for the same address type are loaded into OneSIS from Cohort 1 & 2 schools. Ellucian is working to fix their conversion process for the next round; and
 - Missing a matching hierarchy (SSN, DOB and Last Name) causing these records to be suspended when it should be matching.
- Financial Aid Round 1 data conversion completed. A few errors were reported due to missing validation tables for previous aid years, and Ellucian is updating these tables;
- The process of collecting preferred/chosen Last Name is changing to align with other PASSHE schools who don't allow a preferred Last Name. Students will be able to use Self Service to update preferred/chosen first and middle name and form to update last name. Will use Name display hierarchy rules to display the correct name in Banner and push to supported systems;
- Student module system analysis in-progress;
- Accounts Receivable system analysis in-progress; and
- Argos Data block designer and Report designer training completed in April 2023. Waiting for Ellucian to provision Argos reporting.

Ancillary Systems

- DSE sports management software for the Recreation Center – purchase order issued and implementation to follow;
- Spring course evaluations and sports evaluations completed;
- Ellucian Experience implementation and training launched as part of OneSIS project;
- Modern Campus implementation launched; and
- Preparing to launch project for ID system upgrade to new Transact True Credential.

Technology Infrastructure & Information Security

- Online cybersecurity training for faculty and staff was completed in April (second chance training for those who did not complete wraps up on May 19);
- Educational phishing exercises continue on a monthly basis for employees; and
- Wireless upgrades are scheduled in the first-phase residence halls this summer.

Technology Support Services

- Staff is hard at work refreshing classrooms, labs, and other campus technology that is part of this year's Technology Fee renewal cycle;
- Event spaces, such as Old Main Chapel and the SU Foundation Conference Center, are receiving A/V upgrades this summer to enable them to host additional events with video/audio/web conferencing needs; and
- Academic Technology Review Committee is currently reviewing new Technology Fee Project proposals and will soon submit funding recommendations to the Provost for approval and implementation beginning this summer.

From the Division of Administration & Finance

ACTION: The 23-24 Fee Schedule was motioned for approval by Trustee Harbach and seconded by Trustee McElwee. Motion approved unanimously.

ACTION: The Reaffirmation of Fee Waivers was motioned for approval by Trustee Grell and seconded by Trustee Steck. Motion approved unanimously.

Associate Vice President of Administration & Finance Mindy Fawks thanked Financial Aid for the recent accomplishment of completing their audit and with no deficiencies found. Mindy presented to the trustees the purchases & contracts from 2/27/23-4/23/25 and personnel actions through 4/24/23.

From the Division of Enrollment Management

JoEllen Lindner updated the Council on the work in admissions, including application, admit and deposit numbers. They are currently 4% ahead of last year in first time in college net deposits; 3% in graduate and down 4% in transfers (4 students).

JoEllen shared information on the Ship Launch Grant. To date, 283 one-time grants have been offered to new first time in college and transfers for fall 2023. Also, New Student Orientation, will be held in June, July, and August. There are currently 962 students registered; with guests, there are 2,309 individuals expected to attend.

Reports

APSCUF Report- Thank you to Dr. Patterson for the early notification for the tenure and promotions. It is very much appreciated.

The semester ended with a successful Minds@work conference and commencement.

The university shared governance committees will be published soon.

Department chair elections were had. Thank you to those that are outgoing chairs and thank you in advance to incoming chairs. We will be having department chair trainings in fall.

Dr. Liz Fisher was selected for the PASSHE faculty council.
And APSCUF appreciates the ongoing support in the negotiations.

AFSCME Report- None

SCUPA Report- Statement executive board are in contract negotiations.

Mira Mattern a SUA 3 is retiring at the end of June and we want to thank her for her service.

Alumni Association Report- Paula Alcock, President of the alumni association highlighted information regarding the upcoming Alumni Weekend. Registration numbers are favorable, over 200 alumni will be staying on campus for alumni weekend. There are 17 activities being held that weekend including the 50th reunion celebration, dinner, pub tour, a Communication/Journalism reunion, the Golden Raider luncheon and the All Greek Reunion with 250 registered participants.

Alumni have been busy and have hosted events in Harrisburg, PA; Gainesville, VA, a football alumni reunion, and the alumni association board of directors hosted the senior send off for new graduates.

Trustee Harbach thanked Paula for her work with alumni through the COVID pandemic and having neck surgery.



Student Government Association Report- Mr. Harun Pacavar, the new President gave a brief introduction of himself, and he is happy to be serving in this capacity. He reported updates regarding the soccer club and honors program. He also stated that he met with Lorie Davis and new positions will open in SGA as well as searching for a VP of Finance.

Graduate Student Association Board Report- none

New Business

President Patterson recognized our 5/15/22-5/1/2023 retirees by reading each name aloud. There were 27 retirees for a total of 607 combined years of service. The following retiree list is as follows: Steve Allen, Linda Butts, Jeffrey Callan, Barbara Denison, Douglas Ensley, Tonia Fasnacht, Marita Flagler, Thomas Frielle, Jeryl George, David Godshalk, Ricky Group, Davis Harris, Janet Koscianski, Eveline Lang, Paul Leitner, David Long, James Mackie, Barry McClanahan, Michael McNichols, Tom Ormond, Tammy Owen, Russell Robinson, Janet Smith, Dale Stambaugh, Kim Van Alkemade, Christopher Wotlemade and Roger Woltz.

Trustees Ross & Harbach thanked Chairman Alosi for his leadership and dedication during his time as Chairman.

Next meeting: September 15, 2023

Adjournment

The meeting adjourned at 2:40 PM.

Submitted by: Will Danowski

Reviewed:

Doug Harbach, Chair, Council of Trustees

Bill Gindlesperger, Secretary, Council of Trustees

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ACTION

Proposed 2024 Council of Trustee Meeting Dates

**Upon approval these dates are subject to change with advanced notice. Times will be determined closer to each date.*

February 16

May 17

September 20

November 15

**All public meeting times as well as agenda items will be posted following the Sunshine Act, revised July 2021.*

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RESOLUTION

ACTION

ORDER OF SUCCESSION PLAN

WHEREAS, Board of Governors Policy 1983-14-A: *Appointing Interim and Acting Chief Executive Officers*, requires that each PASSHE university president develop and publish an Order of Succession identifying, in rank order, members of its university's executive management team who will act on behalf of the president in his absence; in the event the president is temporarily unable to fulfill the responsibilities of the position; or in the event there is a vacancy; and

WHEREAS, the attached Order of Succession Plan, provided by the President of Shippensburg University, lists in rank order the members of the University's executive management team to act on his behalf in his absence or in the event he is temporarily unable to fulfill his responsibilities, or in the event there is a vacancy.

THEREFORE, BE IT RESOLVED, that the Council of Trustees approves and certifies the attached Order of Succession Plan and directs the President of Shippensburg University to deliver the Succession Plan to the Chancellor, in accordance with Board of Governors Policy 1983-14-A.

APPROVED this 15th day of September 2023.

Dr. Charles E Patterson

President

Douglas Harbach

Chair, Council of Trustees

Council of Trustees

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SHIPPENSBURG UNIVERSITY

ORDER OF SUCCESSION

2023-2024

1. Provost and Vice President for Academic Affairs *
2. Vice President for Administration & Finance *
3. Vice President for Enrollment Management *

**Or the individual holding these positions/roles at the needed time.*

ACTION

August 30, 2023

Council of Trustees
Shippensburg University
1871 Old Main Drive
Shippensburg, PA 17257

Dear Council of Trustee Members:

The Shippensburg University Foundation is recommending to the Council of Trustees that the John L Grove College of Business forum be named the **Rob Lieblein and Alera Group Forum** to be acted upon at the next Council of Trustees meeting on September 15, 2023.

This recommendation is based on Robert J. Lieblein's, Class of 1983, significant philanthropy to the Shippensburg University Foundation for the renovation of the forum to advance the mission of Shippensburg University's Grove College of Business.

Thank you for your consideration of this request.

Sincerely,



Leslie Folmer Clinton, Ed.D.
President & CEO

Cc: Charles E Patterson, President, Shippensburg University

ACTION

Shippensburg University of Pennsylvania

UNRESTRICTED BUDGET (EDUCATIONAL AND GENERAL AND AUXILIARY)

| Revenues | Preliminary FY 2022-23 | Actual FY 2022-23 | Preliminary FY 2023-24 | Revised FY 2023-24 | % Change Prior Year | Original FY 2024-25 |
|--|---------------------------|----------------------|---------------------------|-----------------------|------------------------|------------------------|
| Tuition | \$46,021,051 | \$46,014,854 | \$45,651,501 | \$46,479,186 | 1.0% | \$46,430,281 |
| Fees | 15,686,434 | 15,731,151 | 15,585,854 | 15,699,598 | -0.2% | 15,832,755 |
| State Appropriation | 37,523,022 | 37,523,022 | 39,577,388 | 41,146,102 | 9.7% | 40,368,936 |
| Auxiliary Sales | 24,791,375 | 24,954,385 | 25,479,605 | 26,598,019 | 6.6% | 26,188,481 |
| All Other Revenue | 8,944,384 | 11,269,770 | 8,116,052 | 8,958,363 | -20.5% | 8,237,985 |
| Total Revenues | \$132,966,266 | \$135,493,182 | \$134,410,400 | \$138,881,268 | 2.5% | \$137,058,438 |
| Expenditures | | | | | | |
| Compensation Summary: | | | | | | |
| Salaries and Wages | \$57,018,032 | \$57,639,689 | \$57,609,907 | \$57,364,974 | -0.5% | \$58,177,187 |
| Benefits | 28,006,646 | 28,003,987 | 28,524,075 | 29,399,176 | 5.0% | 28,875,720 |
| Subtotal, Compensation | \$85,024,678 | \$85,643,676 | \$86,133,982 | \$86,764,150 | 1.3% | \$87,052,907 |
| Student Financial Aid | 7,096,458 | 7,774,127 | 7,887,953 | 7,887,953 | 1.5% | 9,404,783 |
| Interest Expense | 5,843,403 | 5,872,609 | 5,618,681 | 5,653,648 | -3.7% | 5,375,750 |
| Other Services and Supplies | 24,960,627 | 28,567,764 | 25,103,061 | 28,485,354 | -0.3% | 25,799,412 |
| Subtotal, Services and Supplies | \$37,900,488 | \$42,214,500 | \$38,609,695 | \$42,026,955 | -0.4% | \$40,579,945 |
| Capital Expenditures | 666,518 | 702,406 | 584,614 | 650,529 | -7.4% | 584,614 |
| Debt Principal Payments | 6,670,651 | 6,721,290 | 7,014,957 | 7,068,089 | 5.2% | 7,263,089 |
| Total Expenditures | \$130,262,335 | \$135,281,872 | \$132,343,248 | \$136,509,723 | 0.9% | \$135,480,555 |
| Revenues Less Expenditures | \$2,703,931 | \$211,310 | \$2,067,152 | \$2,371,545 | | \$1,577,883 |
| Transfers Out To/(In From) Plant and Other Funds | 2,100,000 | 2,028,450 | 2,067,152 | 2,371,545 | 16.9% | 1,577,883 |
| Revenues Less Expenditures and Transfers | \$603,931 | (\$1,817,140) | \$0 | \$0 | | \$0 |
| Supplemental Resources | | | | | | |
| Planned Use of Reserves for One-Time Needs/Strategic Initiatives | 0 | 1,352,927 | 0 | 0 | -100.0% | 0 |
| Revenues and Supplemental Resources Less Expenditures & Transfers | \$603,931 | (\$464,213) | \$0 | \$0 | | \$0 |
| Use of Reserves for Operations (To Balance Budget) | \$0 | \$0 | \$0 | \$0 | n/a | \$0 |
| Revenues and ALL Supplemental Resources Less Expenditures & Transfers | \$603,931 | (\$464,213) | \$0 | \$0 | | \$0 |
| Total Unrestricted Net Assets, Estimated End of Year Balance | \$35,923,018 | \$31,659,971 | \$34,551,602 | \$33,031,516 | 4.3% | \$35,590,917 |
| Total Unrestricted Cash, Estimated End of Year Balance | \$40,658,545 | \$43,734,389 | \$39,287,129 | \$45,099,934 | 3.1% | \$40,326,444 |
| Annualized FTE Enrollment (includes Clock Hour) | | | | | | |
| Undergraduate | 4,094.61 | 4,109.44 | 4,075.43 | 4,063.54 | -1.1% | 4,147.60 |
| Graduate | 449.55 | 484.72 | 439.09 | 474.23 | -2.2% | 458.12 |
| Total Annualized FTE Enrollment | 4,544.16 | 4,594.16 | 4,514.52 | 4,537.77 | -1.2% | 4,605.72 |
| FTE of Budgeted Unrestricted Employees, Net of Turnover | | | | | | |
| Faculty | 274.07 | 273.17 | 257.84 | 266.25 | -2.5% | 253.84 |
| Nonfaculty | 333.24 | 337.02 | 337.96 | 334.96 | -0.6% | 337.96 |
| Total FTE of Budgeted Employees | 607.31 | 610.19 | 595.80 | 601.21 | -1.5% | 591.80 |
| Net Tuition Revenue per FTE Student | \$7,330 | | \$7,312 | | | \$7,245 |
| <i>Undergraduate academic year tuition revenue less E&G institutional aid/annualized undergraduate FTE enrollment. Note: this estimate may include aid awarded to graduate students.</i> | | | | | | |