

SHIPPENSBURG UNIVERSITY

PRESIDENT'S CABINET

Monday, September 20, 2010

9:00 a.m., Century Cafe

Presiding: Dr. Lyman

Members Present: Dr. Benhart, Mr. Bryson, Mr. Clinton, Mr. Ebersole, Dr. Folmer Clinton, Dr. Grove, Dr. Harpster, Dr. Jacobs, Dr. Johnson, Dr. Kooti, Mr. Latanishen, Dr. Lovett, Dr. Mathes, Mr. Michaels, Dr. Mike, Mr. Pilgrim, Dr. Pomeroy, Dr. Ruth, Dr. Sax, Dr. Schoolcraft, Dr. Schultz, Dr. Serr, Ms. Smith, Dr. Terrell, Dr. Topper, and Dr. Wehrung

Others Present: Ms. Jane Thompson for Ms. Fawks and Mr. Bill Washabaugh for Dr. Speakman

APPROVAL OF MINUTES:

Upon a motion of Dr. Terrell, seconded by Dr. Ruth, the minutes of the August 30, 2010 meeting were approved.

PRESENTATION:

Dr. Ruth introduced Justin Sentz who gave a presentation on Event Planning, using the tool Ad Astra. This tool can be accessed at ship.edu/event_planning. Discussion followed on how we manage and promote events on campus. It was suggested that a committee be developed and events could be coded to help assist with categorization. While this tool will certainly assist in the streamlining of scheduling, it will not solve our problems of over scheduling.

INFORMATION AND ACTION ITEMS:

Common Academic Calendars: Dr. Lyman reviewed the new PASSHE common calendar, as shown in MINUTES ATTACHMENT 1, and highlighted the some significant changes for 2011-2012, noting that we have already approved our calendar for that year. Dr. Harpster voiced concerns with regard to commencement and PIAA. We are currently under contract with PIAA and the calendar for 2012 allows only one week turnaround after commencement and 2013 commencement is the same day as PIAA. This conflict could result in a financial loss for the University, possibly permanently. Additional areas of concern were student athletes, collaborative programs and economic impacts. The calendar committee will be meeting to address these changes so that Dr. Winter and Ms. Sprenger can report to Cabinet in October.

Policy on Ethical Conduct: Dr. Pomeroy reviewed the draft policy on Ethical Conduct as shown in MINUTES ATTACHMENT 2. Discussion followed and the question of student misconduct and double jeopardy concerns related to this policy and the student code of conduct was raised. Which policy will/should the students follow? Drs. Pomeroy, Serr and Lovett will discuss and clarify. This policy was tabled and will be presented to Cabinet again at a later date.

Academic Master Plan: Dr. Sax reported the first task force meeting will be today. The task will be to gain approval of the mission statement and goals. Michael Marsh and Ming-Shiun Pan are new members of the task force.

Budget: Dr. Terrell reviewed in detail our balanced 2009-2010 budget, as shown in MINUTES ATTACHMENT 3. There was a surplus that was identified and rolled into the 2010-2011 budgets. APSCUF requested a breakdown of each surplus line item. Dr. Terrell also discussed the budget assumptions and reductions for 2010-2011. Dr. Jacobs has concerns regarding reductions 5, 6, and 7. In order to balance the budget for 10/11, we need \$4.4 million, considering the \$2.7 million ARRA has been cut. Performance funding changes will be in 2011-12, not 2010-11. Budget assumptions are based on last year's Performance Funding. These assumptions will be used to request appropriation funding and then tuition. The state anticipates a \$4 billion shortfall of their \$28 billion budget. The requested exercise of 5%, 10% and 15% budget reductions will be completed and sent to PASSHE in October. Dr. Jacobs requested a copy of this budget submission.

Campus Mailings: Ms. Maun reminded Cabinet to share with their divisions the importance of double checking their mailings. On campus mail needs to be marked as such and should only read with name and campus building. Accidentally mailing on-campus materials off-campus results in unnecessary postage expenses.

FOR THE GOOD OF THE ORDER/ANNOUNCEMENTS:

- Admissions go-live on Banner is scheduled for October 4; registration, department schedules and catalog to be ready this spring
- Freshman and non-traditional senate elections will be this Saturday
- New system for clubs & organizations is working
- Thanks for everyone's participation in the recent Chamber and Alumni events
- Foundation phone-a-thon started Sunday; 130+ students were hired to help
- Forum meets tomorrow
- Preparing for winter on-line registration which opens Oct. 18
- Thanks to all for their support of our 2000+ visitors at Open House
- APSCUF looking forward to ongoing discussions regarding faculty positions this coming year to avoid retrenchment; appreciate cooperation thus far
- Final numbers for PASSHE's voluntary retirement incentive program were: overall 409 were eligible with 244 retirements – SU's numbers were 21/10. The average payout was \$15,300 with an average leave payout of \$27,000
- Everyone is encouraged to participate in the Wellness program "Commons" focusing on campus climate, inclusiveness and relationship building
- Rob Tritt will resume the position of AFSCME's VP due to the retirement of Cindy Stitt – first AFSCME meeting is tomorrow at lunch
- Day of Human Understanding campus-wide lecture is tonight at 7:00 in Memorial Auditorium

MEETING ADJOURNED at 11:10 a.m.

MINUTES prepared by Robin Maun