

Office of the President

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



www.ship.edu

Office: 717-477-1301
Fax: 717-477-4005

Council of Trustees

Friday, September 20, 2024 | 11:30 AM | Meeting Room; Iron Valley Club House

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

ACTION: Presentation and Approval of Board Nomination for Secretary

ACTION: Approval of Amended Bylaws – Committee Structure

ACTION: Council of Trustees 2025 Meeting Dates

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

ACTION: Order of Succession

7. From the Division of Academic Affairs
Presenter: Dr. Darrell Newton, Provost and Vice President Academic Affairs

Head Start

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

ACTION: 2024-25 Budget

Purchases & Contracts

Personnel Actions

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9. From the Division of Enrollment Management & Marketing
Presenter: Dr. Megan Luft, Vice President Enrollment and Marketing

10. From the Division of Student Affairs
Presenter: Lorie Sheetz, Vice President Student Affairs and Dean of Students

11. Reports
 - APSCUF Report
Presenter: Aaron Dobbs, APSCUF immediate past President

 - AFSCME Report
Presenter: Curtis Miller

 - SCUPA Report
Presenter: Kyle Miller

 - Alumni Association Report
Presenter: Moriah Hathaway

 - Student Government Association Report
Presenter: Lillian Sellers

 - Graduate Student Association Report
Presenter: Victor Acheson Jr.

12. New Business
 - Next Meeting: November 15, 2024 | CUB MPR

13. Adjournment

ACTION

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Council of Trustees

Friday, May 3, 2024

Public Meeting Minutes

The Council of Trustees of Shippensburg University met on Friday, May 3, 2024 at 2 1:45PM in CUB MPR A as well as visible through a live stream.

Attendance: Doug Harbach, Bill Gindlesperger, Andrew Alosi, Glen Grell, George McElwee, Matthew Steck, Ashley Loper, Moriah Hathaway, Rangeline DeJesus and Bryan Lowe were in attendance.

Absent: Toni Marchowsky

Call to Order

Chairperson Doug Harbach called the meeting to order at 1:46 PM. He then led the council in the Pledge of Allegiance.

Public Comments – none

Board Action Items

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

ACTION: Meeting minutes from February 16, 2024 was motioned for approval by Trustee Steck and seconded by Trustee DeJesus. Passed unanimously.

ACTION: Governance Committee led by Trustee Lowe motioned to approved the slate of candidates for the Executive team for 2024-2025 as chair, Doug Harbach, vice chair, George McElwee, and secretary, Bill Gindlesperger. Seconded by Trustee Hathaway. Motion approved unanimously.

President's Report

Dr. Patterson provided the following updates to our Trustees earlier in the day:

From the Division of Academic Affairs

Associate Provost, Tracy Schoolcraft presented the following information on behalf of Interim Provost Nicole Hill for Academic Affairs:

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ACTION: Trustee DeJesus motioned to approve the recommendation to submit the teacher waiver to address the area of concern on FA1 that needs to be corrected. Trustee Hathaway seconded. Motion approved unanimously.

ACTION: Trustee Lowe motioned to approve the submission of the NFS application Passed unanimously. Trustee Loper seconded. Motion approve unanimously.

This year has been replete with accomplishments and accolades because of the hard work, dedication, innovation, and thoughtfulness of our faculty, staff, and students. One recent exemplar of our collective spirit of leadership and commitment is our Minds@Work Conference that we hosted last week. We had 259 student participants and 48 faculty research sponsors. This is an increase of 35 students and 8 faculty since last year. Eighteen departments were represented. I was deeply impressed with the student work and the level of engagement and participation by our faculty. The event was well-organized, well-attended, and exemplary. I was incredibly proud of Minds@Work and the ways in which the conference honors our commitment to nurturing high impact learning for our students. I want to personally thank and recognize Margaret, Kim, Turi, Kirk, Kate, George, Alix, Laurie, Joseph, Mengzhu, Joao, and Rob. The success of this signature program of excellence is because of their commitment and initiative through the planning and implementation stages.

As another exemplar of excellence, Ship's Academic Entry & Veterans Benefits has received Military Friendly – Gold Distinction for the 2024-25 academic year. This marks a huge accomplishment as this is our third year in a row for receiving the Military Friendly distinction and we have made steady improvements, going from Military Friendly, to Military Friendly – Silver, now to Military Friendly Gold.

How do we compare to other PASSHE Schools:

- West Chester University has received the Military Friendly School distinction since 2014, and the Military Friendly School Gold Status distinction for the last three years.
- In 2022, Millersville University received the Silver classification for being Military Friendly from Victory Media
- IUP was recognized as a Top 10 Large Public Military-Friendly university by Victory Media and a Best for Vets University.
- The other PASSHE schools either don't have this distinction or don't request to be audited for the MF status.

I am thrilled to announce that our Investment Management Program (IMP) portfolio has secured an impressive 2nd place in the equity hybrid category at the Quinnipiac University's Global Asset Management Education (GAME) Forum. This recognition is a testament to the exceptional talent and hard work of our faculty and students. With over 1,300 students from more than 120 universities worldwide participating in the in-person conference experience, this achievement underscores the outstanding performance of our IMP

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team on a global platform. I extend my heartfelt congratulations to our faculty members, Dr. Ming-Shiun Pan, Dr. Fan Liu, and Dr. June Pham, whose guidance and expertise have been instrumental in steering the program towards success. Their commitment to excellence has undoubtedly played a pivotal role in this remarkable accomplishment. This achievement highlights our competitive edge and reinforces our reputation as a leader among AACSB accredited business program. The relentless pursuit of excellence and innovation within our university has brought us to this point. I am proud of everyone involved in this incredible achievement, and I urge us to continue striving for excellence and inspiring future generations of investment professionals.

As the semester end rapidly approaches, we continue to be diligent and industrious in our efforts to support student success. As one example, our Learning Center has had 3,390 student contacts across services as of 4/19 surpassing the total number of student contacts from spring 2023. The Continuing Academic Progress and Success (CAPS) program has met with 193 distinct students on academic probation for a total of 1,309 academic recovery meetings as of 4/25.

As we look forward to summer term A, our faculty will travel abroad with 58 Ship students on six different study abroad programs. They will visit locations including Belgium, Chile, Costa Rica, the Dominican Republic, France, Germany, Italy, the Netherlands, Ireland, and Spain. Departments represented in this group include Biology, Geography-Earth Science, Global Languages and Cultures, MBA and Political Science as well as the Honors College.

I would also like to share an update on our OneSIS migration project as we have accomplished some significant milestones. Students registered for Fall 2024 term in OneSIS and Summer term in legacy SIS. No major issues were identified, and overall Student registration went very well. Also, Degree Audit went live in OneSIS with Registration. We have completed testing of ISIR processing in OneSIS with updates from Department of Education. Financial Aid module go-live scheduled for mid-May 2024. As we look forward, Student Accounts end-to-end testing is scheduled for May 2024, and Accounts Receivable module is on track to go live in July 2024. Thank you again to Cathy and Ravi as well as our colleagues in IT, Registrar's Office, Financial Aid, Admissions, Student Accounts, and our faculty as we navigate this project.

As we look forward to Commencement next weekend, we are poised to confer undergraduate degrees for approximately 670 students and graduate degrees for approximately 220 students. It is my pleasure to share that we will celebrate the very first degree conferral of our new B. S. in Health Sciences program. As you know, this program was approved in Fall 2023 and we have been building our admissions pipeline into the program to begin with new students in Fall 2024. Because of an inter-University major transfer from Biology, one student, Samaya Sharper, has been tentatively approved to graduate in August with a Bachelor of Science degree in Health Sciences. This student will participate in our undergraduate commencement ceremony on May 11th. This is a very exciting time for us as a University and a testament to vision, pertinacity, and innovation.

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On behalf of Interim Provost Nicole Hill, I want to conclude with deep appreciation for the unwavering support and encouragement Academic Affairs has received from the Council of Trustees. Nicole wanted me to share her gratitude for your trust in her work and for the many ways in which you amplify the exemplary work of our faculty, staff, and students. Thank you to each of you in this room, and I look forward to our collective work as we stand together and amplify the transformational educational opportunities Shippensburg University can provide to our region.

From the Division of Administration & Finance

Dr. Wilson updated the Trustees on information related to Administration and Finance.

ACTION: Trustee Grell motioned to approve the Capital Budget priorities for 2024. Trustee DeJesus seconded the motion and it passed unanimously.

ACTION: Trustee DeJesus motioned to approve the 2024-2025 Fee Schedule. Trustee Gindlesberger seconded and it passed unanimously.

ACTION: Trustee Grell motioned to approve the Reaffirmation of Fee Waivers for 24-25. Trustee McElwee seconded and it passed unanimously.

Purchases and contracts as well as personnel actions were shared since the last trustee meeting.

From the Division of Enrollment Management

Dr. Megan Luft updated the trustees on the following:

Since our last Council of Trustees meeting, we have begun to receive ISIRs, the student information from the FAFSA. We have received over 2,500 and are finalizing packaging those new students today, May 3rd.

I am happy to report because of the admissions staff's efforts since September 2023, we have hit our 2024 goals for applications and admits as well as surpassed 2023 point-in-time data to aid in achieving our enrollment target of 1125 for the first time in college. We are currently falling behind 2023 point-in-time data for deposits for both transfer and freshman as it relates to the delay in financial aid packages. We are excited as the financial aid office begins to roll out FA packages, we will be working in tandem to aid students in securing their deposits. We have adjusted our priority deposit deadline from May 1st to June 7th to allow prospective Ship students to decide on their college.

The admissions team is winding down on spring travel season and an eventful season of group visits to campus. As we continue to finalize the 2024 recruitment of students, we continue to have large group and bus visits to campus.

As of today, we are keeping options open if we open up another late Admitted Student Day, but our last ASD was April 13th, and we saw an 80% show rate and 40 deposits result from our efforts that day.

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Our new student orientation registration is now in full swing. Of the 1105 eligible deposited students for transfer and freshman, we have already registered 589 for the 8 different orientation days we have planned. This proactive approach to welcoming our new students is a testament to our commitment to their successful transition into our college community.

Marketing continues to perform above our benchmarks. We recently launched our Graduate student marketing campaign and wrapped up our Health Science Campaign, in which we are currently at 68 applications, 40 admits, and seven deposits into our new Bachelor of Health Science program. We are also gearing up to begin our Melt campaign to create excitement and confirm to students that Ship is it. Last year, this campaign aided in reducing our melt percentage, going from 17% in 2022 to 14% in 2023.

As I mentioned, we have finally begun to receive ISIRs on FAFSA data for 2024-2025; we are still seeing a decline in FAFSA fillers and encouraging students through marketing campaigns, communication campaigns, and outreach to encourage new and current students to complete the FAFSA.

From the Division of Student Affairs

Lorie Sheetz updated the trustees on the work within the Division of Student Affairs. Fraternity and Sorority Life was highlighted for the excellent work for Spring 2024.

- Greek Week fundraised \$3,400 for the development of a Greek scholarship.
- Fraternities and sororities participating in Relay for Life raised over \$6,000 for Colleges Against Cancer.
- The Office of Fraternity and Sorority Life co-hosted a Greek Career Networking Night with the Career Center and Alpha Kappa Psi that had 10+ employers from the career fair in attendance.
- Kappa Alpha Psi Fraternity, Inc. and Chi Upsilon Sigma National Latin Sorority, Inc. hosted a For the Culture: Basic Needs Drive that collected cultural care products that support the basic needs of students of color.
- Pi Lambda Phi celebrated their chapter's 40th anniversary and Phi Delta Theta celebrated their 25th in March 2023 with events that brought hundreds of alumni back.

Lorie also mentioned the student activities fee was increasing for 24-25 by \$1.00 per credit to \$24 per credit hour with no cap. This will allow students groups to have access to additional \$120,000 in programming money and up to \$80,000 in capital projects.

It was also mentioned that SGA celebrated the following individuals at the student life awards on April 18th-

- Ms. Kim Rockwell, Interim Director of SUSSI- Outstanding Administrator of the Year
- Ms. Asha Early, General Manager dining- Outstanding Staff member of the Year
- Dr. Sharnine Herbert, Associate Professor, Communications – Outstanding Faculty of the Year

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Reports

APSCUF Report

Immediate Past President, Dr. Kara Laskowsky highlighted that both faculty and coaches contracts were settled and recognized Dr. Patterson's role serving on the management committee.

Moving forward the outgoing president, Aaron Dobbs will be immediate past president, Dr. Kim Presser will be president and Dr. Shari Horner will be president elect. Dr. Liz Fisher will serve as vice chair of the faculty council for statewide, Rob Fulton will serve on statewide as the coach, and Dr. Kara Laskowsky will be the VP for statewide APSCUF.

Great work to faculty for Minds@work and all their accomplishments during the academic year 23-24. Thanks to Interim Provost Nicole Hill for her work the past two years and APSCUF are satisfied with the hiring of Dr. Darrel Newton as the incoming provost.

APSCUF has grave concerns regarding the direction of the university. There have been very few tenure track hires over the past several years and very few are planned. There have been 54 faculty retirements and resignations over the past few years and we are being asked for more. Direct instructional costs are only 1/3 of the E and G expenses. This is not sustainable in human resources or financially.

As you are aware we have no theatre arts program any longer and some programs will face loss of their accreditation as we continue to cut faculty positions. We do not have enough faculty to support the array of programs that have made Ship successful. I recently worked with a student who came to see me as their majors are being eliminated and they have had a hard time registering for fall classes.

In the APSCUF report it was indicated that there are serious concerns about the direction of the university using the arbitrary and politically motivated metrics we have to use. Being asked to eliminate 30 faculty positions in the next three years is already exhausting our faculty and shortchanging our students. APSCUF asks for the COT partnership for support.

AFSCME Report

Niky Keeseman attended and did not have a report.

SCUPA Report

Representative Mr. Kyle Miller shared the following: Across the University many programs that impact the daily lives of people in the Ship community are powered by SCUPA members. Today I would like to feature the work of two of those members – Shelbie D'Annibale, Director of the Office of Accessibility Resources, and Assistant Director Alex Coombs.

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Through their work, Shelbie and Alex provide a wide array of services to roughly 10% of Ship students each year. This ranges from guidance & support to living & learning accommodations, with the most utilized services including the designated testing space in Mowrey Hall and extended time on exams.

When asked what the impact of their work means to them, Shelbie shared that it is about providing equal access to a quality education for Ship students regardless of ability and creating a sense of belonging for members of our campus community. I am pleased to share that the data supports their success in doing so, with high rates of satisfaction for students utilizing the services provided by the Office of Accessibility Resources.

I also would like to provide a thank you to two of our members – Brandy Brady, Assistant Director of Admissions & Lori Smith, Director of Alumni Relations – for their service on our successful search committees to name a new Provost & Vice President of Academic Affairs and a Vice President for Enrollment Management & Marketing.

Congratulations Dr. Luft on your appointment and I look forward to welcoming Dr. Newtown to campus this summer.

The close of another academic year brings with it the joy of celebrating our graduates as well as the sadness of saying goodbye to students we've worked with for the last several years. I close my remarks with an adage the seams particularly relevant for those of us in education:

“The true meaning of life is to plant trees, under whose shade you do not expect to sit.”

Congratulations to the Class of 2024 – we know they will go do great things.

Alumni Association Report

Steve Thomas, President of the alumni association highlighted information including the April events in Conshohocken and Mechanicsburg as well as the 2nd annual football alumni reunion. The alumni association also hosted an event in Denver CO with over 27 attending. We are encouraging alumni all over the US to host events on behalf of Shippensburg University where they live.

May 8th is the SR Send off Champaigne toast and several alumni board members will be present. We will have reserved seats for 22 legacies for commencement.

Finally, Alumni weekend is May 31-June 1. We encourage you to attend all events and our Tunnels and tour of OM sold out quickly.

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As of July 1- Moriah Hathaway will be the alumni association president and Aven Bittinger will be the president elect.

Student Government Association Report-

Harun Pacavar, SGA president reported that SGA successfully amended the constitution to better meet the needs of students of the present day. Additionally, he highlighted that SUPD is implementing temporary speedbumps this summer. Congratulations to those graduating and thanks to all senators for their service.

Graduate Student Association Board Report- highlighted that they have expanded their reach this past year to all graduate students, not just those that live in Mowery. They had a trivia night, will be hosting a welcome week in August again and will be having a goodbye for graduating seniors this weekend.

New Business

Citation for Rangeline DeJesus who is graduating- thank you for your hard work for Shippensburg university!

Citation for Andrew (Drew) Alosi who is resigned from the trustees in March 2024- thank you for your hard work for Shippensburg university!

Citation for Antoinette Marchowsky who resigned effective May 4, 2024- will be presented to Toni as soon as possible.

Next meeting: September 20, 2024 at Iron Valley Golf Club, Lebanon PA

Adjournment

The meeting adjourned at 2:47 PM.

Submitted by: Lorie Sheetz

Reviewed:

Doug Harbach, Chair, Council of Trustees

Bill Gindlesperger, Secretary, Council of Truste

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Shippensburg University
Shippensburg, Pennsylvania

CONTRACTS EXCEEDING \$23,200
April 13, 2024 to September 10, 2024
Fiscal Year 2023/2024 & 2024/2025

<u>Contract Number</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Type of Purchase</u>	<u>Amount</u>
4300000832	SU Foundation	Conference Center Lease	Renewal	\$325,000
4300001084R4**	National Staffing Solutions, Inc.	Temporary Personnel Services fro Head Start & Pre-K Counts	Renewal	\$1,945,360
4300001167	SU Foundation	Head Start Space Lease	Renewal	\$44,631
4300001168	SU Foundation	Spirtual Center Lease	Renewal	\$35,000
4300001169	SU Foundation	Hoffman Mills Lease	Renewal	\$215,000

TOTAL

\$ 2,564,991

**Grant Funds
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Shippensburg University
Shippensburg, Pennsylvania

PURCHASES EXCEEDING \$23,200
April 13, 2024 to September 10, 2024
Fiscal Year 2023/2024 & 2024/2025

<u>Purchase Order Number</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Type of Purchase</u>	<u>Amount</u>
4500649341	Cinda Ligon, MD PC	Psychiatrist Services Renewal	PASSHE Bid	\$54,955
4500663753	Ellucian Company LLC	OneSIS Implementation	PASSHE Contract	\$129,562
4500701338**	The Learning Lamp, Inc.	Prof Development Services (ECE PDO)	Intergovernmental Subgrant agreement	\$72,115
4500714265**	Norristown Area School District	Implementation of GEAR UP Grant	Intergovernmental Subgrant agreement	\$689,596
4500714354**	Pottstown School District	Gear Up Grant Staff and Services	Intergovernmental Subgrant agreement	\$163,318
4500728177	Sauder Manufacturing Co.	Harley Hall Lounge Furniture	PA State Contract	\$98,951
4500729550	TouchNet Information Systems, Inc.	TouchNet Software Services for Student Accounts	PASSHE Contract	\$42,838
4500729874	Dell Marketing, L.P.	Computers for Labs	PA State Contract	\$144,946
4500729913	CDW Government, Inc.	iMac Lab Supplies	PA State Contract	\$119,516
4500730073** ***	First Up	Prof Development Services (ECE PDO)	Sole Source	\$32,000
4500730153	Visual Sound, Inc.	Audio/Visual Equipment	PA State Contract	\$32,874
4500730168	B&H Foto & Electronics Corp	5200-Lumen WXGA Laser 3LCD Projector	PA State Contract	\$30,203
4500730330	Integra Business Center, Inc.	Cisco Flex Subscription	PA State Contract	\$56,190
4500730695	McAllister & Quinn	Federal Grant Consulting Services	PASSHE Bid	\$102,000
4500730778	Black Walnut Productions, LLC	Provide Labor and Equipment for LPAC Events	PA State Contract	\$120,000

4500731325	Fisher Scientific Company	Lab Equipment - SPECTROMETER	PA State Contract	\$58,954
4500731979***	Right Elevator Company	Elevator Preventative Maintenance Services FY 24-25	Sole Source	\$30,000
4500731982	Otis Elevator Co	Elevator Preventative Maintenance and Repair Services	PA State Contract	\$30,000
4500732843	Cinda Liggon, MD PC	Psychiatrist services	PASSHE Bid	\$58,000
4500733111**	The Learning Lamp, Inc.	Prof Development Services (ECE PDO)	Intergovernmental Subgrant Agreement	\$717,709
4500733123**	Cardiac Care & Safety, Inc.	CPR/First Aid Trainings (ECE PDO)	Intergovernmental Subgrant Agreement	\$106,000
4500733124**	KEMS-Paramedics	CPR/First Aid Trainings (ECE PDO)	Intergovernmental Subgrant Agreement	\$85,750
4500733179	Integra Business Center, Inc.	Cisco Wireless Equipment	PA State Contract	\$573,308
4500733349**	Medical Training Solutions, LLC	CPR/First Aid Trainings (ECE PDO)	Intergovernmental Subgrant Agreement	\$57,000
4500733412**	Trying Together	Provides CDA, AA Credit Bearing Courses, Apprenticeship, & Student Support (ECE PDO)	Intergovernmental Subgrant Agreement	\$117,300
4500733413** ***	Lackawanna College	Provides CDA, AA Credit Bearing Courses, Apprenticeship, & Student Support (ECE PDO)	Sole Source	\$45,805
4500733440**	Eastern University	Prof Development Services (ECE PDO)	Intergovernmental Subgrant Agreement	\$136,200
4500733441** ***	Center for Community Action	Provides CDA, AA Credit Bearing Courses, Apprenticeship, & Student Support (ECE PDO)	Sole Source	\$40,006
4500733441** ***	Center for Community Action	SW Regional Field Grant Coordinator	Sole Source	\$87,729
4500733442** ***	Clearfield Cty League on Social Svc	Prof Development Services (ECE PDO)	Sole Source	\$174,600
4500733445**	Jennifer Bixler	CPR/First Aid Trainings (ECE PDO)	Intergovernmental Subgrant Agreement	\$48,750

4500733457** ***	Pennsylvania Association For The Ed	BA Coursework for Credit Bearing Courses & Student Support (ECE PDO)	Sole Source	\$95,300
4500733502** ***	Trying Together	Prof Development Services (ECE PDO)	Sole Source	\$62,400
4500733506** ***	Early Connections, Inc.	Prof Development Services (ECE PDO)	Sole Source	\$166,310
4500733508** ***	FreshPage Media	Website Maintenance	Sole Source	\$42,600
4500733509** ***	Trying Together	BA Coursework for Credit Bearing Courses & Student Support (ECE PDO)	Sole Source	\$67,227
4500733512** ***	Northwest Institute Of Research	Prof Development Services (ECE PDO)	Sole Source	\$67,500
4500733546** ***	Central Susquehanna IU	Prof Development Services (ECE PDO)	Sole Source	\$101,874
4500733708	Firm Fortitude	Consulting for OfficeWorkforce Development	PASSHE Contract	\$37,500
4500733881***	Courtyard by Marriott	Lodging Services for Campus Guest and H Ric Luhrs Performing Arts Center Guests	Sole Source	\$32,000
4500733920	Coin Automatic Laundry Equipment Co.	Professional Laundry Management Services for Residence Halls/Apts.	PASSHE Bid	\$84,072
4500734285	Allegis Group Holdings, Inc.	Temporary Staffing Services for Accounts Payable	PA State Contract	\$25,500
4500734435	Talley Petroleum Enterprises, Inc.	Unleaded 87 Octane Gasoline	PA State Contract	\$32,000
4500734620	Chambersburg Waste Paper Co, Inc.	Waste Removal/Recyclables Collection	PASSHE Bid	\$260,000
4500735240	Webster's Fitness Products, Inc.	Strength Equipment for Ship Rec	PA State Contract	\$37,908
4500735379	Stryder Corp	HANDSHAKE Subscription	PASSHE Contract	\$31,899
4500735913	JPX Sports Marketing Resources, L.P.	Marketing Services	PASSHE Contract	\$59,000
4500736316** ***	First Start Partnerships For Children	Prof Development Services (ECE PDO)	Sole Source	\$308,658
4500736353**	A+ Safety Training, LLC	CPR/First Aid Trainings (ECE PDO)	Intergovernmental Subgrant Agreement	\$45,500
4500736855	Transact Campus, Inc.	Transact Software	PA State Contract	\$405,673
4500737040	Niche.com, Inc.	Niche - Direct Admissions software	PASSHE Contract	\$88,000

4500737526	IBM Corporation	Subscription License	PA State Contract	\$45,886
4500738184	Instructure, Inc.	Parchment Raptor Transcript Service	PASSHE Contract	\$90,660
4500738818	Integra Business Center, Inc.	CISCO Software Renewal	PA State Contract	\$58,884

\$4,256,173

**Grant Funds
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**SHIPPENSBURG UNIVERSITY
SHIPPENSBURG, PENNSYLVANIA
COUNCIL OF TRUSTEES BY-LAWS**

ACTION

Preamble

WHEREAS, the Council of Trustees of Shippensburg University is an administrative body of the State System of Higher Education of the Commonwealth of Pennsylvania; and

WHEREAS, the Council of Trustees of Shippensburg University is desirous of establishing a set of rules to regulate its governance for the purpose of expediting the faithful discharge of its statutorily conferred duties; and

WHEREAS, 2009-A(11) of the Act of November 12, 1982, P.L. 660, No. 188, 24 P.S. 20-2009-A(11), authorizes the Council of Trustees to take such action as may be necessary to effectuate its expressly delegated powers; and

NOW THEREFORE, the Council of Trustees of Shippensburg University this 27th day of January 1984, does hereby enact and establish the following By-Laws.

ARTICLE I: ORGANIZATION

Section A. General

1. Membership: As delineated in Act 188 of 1982, Section 20-2008-A, the membership of the Council shall be as follows:

- a. Consist of eleven (11) members who, except for student member, shall be nominated and appointed by the Governor with the advice and consent of the Senate.
- b. Preferably, at least two (2) members of the eleven (11) member Council shall be alumni of the University and be representative of the University demographics.

2. Term: The members of the Council shall have a term of office as set forth in Act 188 of 1982 as amended, which includes a six (6) year term.

Section B. Meetings

1. Regular Meetings: The Council of Trustees shall hold a regular public meeting not fewer than four (4) times per year. At the time of adjournment of each meeting, the Council shall provide, by resolution, the time and place for holding the next regular meeting.

2. Quorum: Six (6) members of the Council shall constitute a quorum. No formal action shall be taken at any public meeting unless a quorum of the Council is in attendance.

3. Voting: Voting by proxy is prohibited. One (1) or more members of the Council of Trustees may participate in any meeting of the Council of Trustees by means of conference telephone or similar

Approved XX/XX/XXXX

communication equipment where all persons participating in the meeting can hear each other and with all rights, duties, obligations, and responsibilities, as if such member were present in-person for such meeting.

4. Annual Meeting: The annual meeting of the Council of Trustees shall be held in May of every year, unless otherwise determined by the Chairperson of the Council.

5. Special Meetings:

a. Special public meetings may be called at any time upon the request of three (3) members of the Council, the President of the University, or the Chairperson of the Council.

b. Business transacted at each special meeting shall be limited to the purposes stated in the notice of meeting.

6. Notice of Meetings:

a. Notice of all public meetings shall be given in accordance with the Open Meeting Law, P.L. 46, 175, July 19, 1974, 65 P.S. §261 et. Seq, as amended sections 709 and 712.1. August 2021.

b. The Secretary shall be responsible for notifying members of the Council of Trustees of the time and place of all meetings of the Council. A notice of each regular meeting and special meeting shall be sent to the Chancellor of the State System of Higher Education.

7. Minutes:

a. Minutes of all public meetings shall be prepared and maintained in accordance with the Right to Know Act, P.L. 390, June 21, 1957, as amended, P.L. 160, No. 9, June 17, 1971, 65 P.S. §66.1 et. seq., and in accordance with the Open Meeting Law.

b. A copy of the minutes of each public meeting shall be sent to each member of the Council following each meeting.

c. Following approval by the Council at each meeting, the minutes will be posted to the Shippensburg University website and sent to the PASSHE Office of the Chancellor.

8. Meeting Agendas: Meeting agendas shall be available for public inspection in accordance with the amended Right to Know Act of August 2021.

9. Attendance: Council members are expected to regularly attend or otherwise participate in all Council meetings, either in person or by means of conference telephone or similar communication equipment. Given that Council meetings for the academic year are announced in advance, Council members should plan their schedules so as to be in attendance at as many meetings as possible. If a Trustee fails to attend three (3) meetings in succession without presenting a reasonable excuse to the Chairperson of the Council, the Chairperson may communicate in writing to the Trustee and ask him or her to reconsider the commitment made to serve on the Council and to give thought to resignation if their circumstances are such that active involvement in the work of the Council will not be possible.

ARTICLE II: PARLIAMENTARY AUTHORITY

Section A. Proceedings

1. Parliamentary Procedure: All public sessions shall be conducted in accordance with Robert's Revised Rules of Order, except as is otherwise provided in the By-Laws.
2. Order of Business: The order of business at the regular public meetings of the Council of Trustees, shall be as follows, unless changed by the unanimous consent of those present:
 1. Roll Call
 2. Review of minutes of previous meeting and of Executive Committee
 3. Communications
 4. Report and recommendations of the President of the University
 5. Reports
 6. Educational feature
 7. Unfinished business
 8. New business
 9. Adjournment

ARTICLE III: OFFICERS

Section A. Officers

1. The officers of the Council shall be a Chairperson, a Vice Chairperson, and a Secretary.

Section B. Elections

1. Election: The officers of the Council shall be elected at the annual meeting of the Council.
2. Vacancies: An election to fill the vacancy of an officer of the Council may be held at any public meeting of the Council.
3. Term: No officer may serve in the same position for more than two (2) consecutive terms.

Section C. Chairperson

1. Presiding Officer: The Chairperson of the Council shall preside at meetings of the Council and shall perform all other functions pertaining to the office of a Presiding Officer.
2. Appointments: The Chairperson of the Council shall appoint members to the standing committees and such other committees as may be necessary.
3. Ex-officio: The Chairperson of the Council, or their designee, shall be an ex-officio member of all committees and a representative of the Council at University events.

Section D. Vice Chairperson

1. Succession: The Vice Chairperson of the Council shall, upon the death, absence, resignation, disability, or disqualification of the Chairperson, perform the duties of the Chairperson until the Chairperson shall resume their office, or until a successor is elected.
2. Collaboration: The Vice Chairperson will carry out duties in collaboration with the Chairperson

to assist with the operation of the Council as needed.

Section E. Secretary

1. Duties: The Secretary shall ensure that the Council of Trustees is acting in accordance with these By-Laws, that the By-Laws are reviewed as necessary and that amendments are made as needed. The Secretary shall also ensure that the Council of Trustees acts in accordance with policies of the Board of Governors of the State System of Pennsylvania and that official books and records of the Council of Trustees are properly maintained. The Secretary of the Council shall also attest, as necessary, all instruments and documents executed by the Chairperson or other authorized person acting on behalf of and in the name of the Council of Trustees of the University.
2. Briefings: The Secretary will provide a brief of the Executive Committee meeting to all Council of Trustees members.
3. Records: The Secretary shall be custodian of the records of the Council during their term of office.

ARTICLE IV: COMMITTEES

Section A. Executive Committee

1. Composition: The Council of Trustees may provide for an Executive Committee. The Executive Committee shall be composed of the Chairperson of the Council, the Vice Chairperson of the Council, and the Secretary of the Council and one (1) member at large. The Chairperson of the Council shall serve as Chairperson of the Executive Committee. The Executive Committee shall meet such regular times as the Council may designate.
2. Duties: The purpose of the Executive Committee shall be to serve as a review board for the President of the University and to act on behalf of the entire Council of Trustees on extremely urgent matters. All such actions of this committee shall be official. However, actions will be subject to final approval of the Council of Trustees at the next regular Council of Trustees meeting.
3. Notices: All members of the Council of Trustees shall receive notice of all meetings of the Executive Committee. Two (2) members of the Committee shall be necessary for a quorum.
4. Prohibition on Voting: No vote shall be taken on any resolution, rule, order, motion or regulation, and no official policy shall be set, at any meeting of the Executive Committee.

Section B. Standing Committees

1. Establishment: The Council of Trustees may establish standing committees whose functions and membership shall be specified by the Chairperson as follows:
 - a. Administration & Finance Committee: The purpose of the Administration & Finance Committee shall be to work collaboratively with the Vice President of their division to become knowledgeable and provide advice and counsel on matters brought before the committee.

b. Admission, Financial Aid & Marketing Committee: The purpose of the Admission, Financial Aid & Marketing Committee shall be for Trustees to work collaboratively with the Vice President of their division to become knowledgeable and provide advice and counsel on matters brought before the committee.

c. Academic Affairs Committee: The purpose of the Academic Affairs Committee shall be for Trustees to work collaboratively with the Vice President of their division to become knowledgeable and provide advice and counsel on matters brought before the committee.

d. Student Affairs Committee: The purpose of the Student Affairs Committee shall be for Trustees to work collaboratively with the Vice President of their division to become knowledgeable and provide advice and counsel on matters brought before the committee.

e. Governance and Nominations Committee: The purpose of the Governance and Nominations Committee shall be to conduct an annual review of the By-Laws and recommend officer nominations for the annual meeting of the Council.

f. Presidential Evaluation Committee: Shall be a three (3) member committee appointed by the Chairperson to conduct evaluation of the President as dictated by the PASSHE Chancellor.

Section C. Special Committees

1. Establishment: The Chairperson of the Council of Trustees, with the concurrence of a majority of the Council of Trustees, may appoint and create such committees as are necessary.

ARTICLE V: STUDENT TRUSTEE

Section A. Student Trustee

1. Eligibility: The Student Trustee shall be an enrolled undergraduate student at Shippensburg University and eligible to serve a two (2) year term.

2. Duties: The Student Trustee will serve as a direct representative of the student body to the Council. Serving their role directly related to their peers and campus community, they will bring the Council a unique understanding of the state of the student community.

3. Succession: In the event of death, absence, resignation, disability, or disqualification, the defined process will begin no more than one (1) week after the position is vacated. In the interim, all duties will be assumed by the Council Chairperson.

Section B. Nominating Committee

1. Selection Process: Led by the incumbent Student Trustee, a Nomination Committee shall include at least four (4) active Council members and three (3) faculty members. The Nomination Committee will be formed no later than three weeks into the Spring semester of the nominating year.

2. Appointment: The faculty and Council members of the Nomination Committee shall be appointed in collaboration between the incumbent Student Trustee and Council Chairperson and

shall hold position on the Nomination Committee until a successor is appointed.

Section C. Application Process

1. The Nomination Committee shall open applications to all undergraduate students to be accepted for three (3) weeks prior to beginning the consideration process.
2. The Office of the President will take lead in soliciting applications to students, via the Communications/Marketing Department and other University communication channels.
3. The incumbent Student Trustee will create the application content in consultation with the Nomination Committee and Office of the President.
4. Applications will be reviewed by all Nomination Committee members privately, and then discussed at an applications review meeting of the Nomination Committee to occur no later than fourteen (14) days after applications deadline.

Section D. Interview and Appointment

1. Following the application review meeting, the incumbent Student Trustee will organize interview appointments with applicants selected by the Nomination Committee.
2. The interviews will be led by the incumbent Student Trustee with a minimum of five (5) Nomination Committee members participating.
3. The Nomination Committee will nominate a sole finalist to the President to then be recommended to the Chancellor for appointment as the Student Trustee.

Section E. Transition

1. The incumbent Student Trustee must provide their successor with relative documents and materials pertaining to their role for informational purposes. The liaison to the Council will aid in providing information to the incoming Student Trustee.
2. The incumbent Student Trustee should meet with their successor at least twice before the end of the incumbent Student Trustee's term to ensure preparedness for their role.

Section F. Student Trustee Communication Requirements

1. The Student Trustee will report to the Council each meeting on the state of the student body and any other relative topics.
2. In the case of the Student Trustee absence, the Student Trustee will provide a written report to the liaison of the Council.
3. The Student Trustee will meet with the President at least monthly for updated communication and discussion.

ARTICLE VI: PRESIDENT OF THE UNIVERSITY

Section A. Ex-Officio Member

1. The President of the University shall be an ex-officio officer of the Council of Trustees.

ARTICLE VII: BY-LAWS

Section A. Amendment of the By-Laws

1. These By-Laws may be amended at any meeting of the Council of Trustees by a two-thirds (2/3) vote of the members, provided that a quorum shall be present and provided further that the proposed change shall have been submitted in writing to the members of the Council at least thirty (30) days prior to the meeting.

Section B. Construction and Severability

1. These By-Laws shall be construed and implemented in accordance with law, to the extent that any provision or provisions of these By-Laws is rendered unlawful. Such provision or provisions shall be null and void, but shall not affect the validity of the remaining provisions of these By-Laws.

Approved Trustee Meeting Unanimously

COUNCIL OF TRUSTEES

**2025 MEETING DATES
(Proposed)**

ACTION

February 21

May 16

September 26

November 14

Council of Trustees

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



www.ship.edu

Office: 717-477-1301
Fax: 717-477-4005

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 20th day of September 2024.

Dr. Charles E Patterson

President

Douglas Harbach

Chair, Council of Trustees

Council of Trustees

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



www.ship.edu

Office: 717-477-1301
Fax: 717-477-4005

SHIPPENSBURG UNIVERSITY
ORDER OF SUCCESSION
2024-2025

ACTION

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

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