

**Minutes**  
Management/APSCUF Meet and Discuss  
12:15-1:45 p.m. Tuesday, October 18, 2007  
Bentley S06 – Session #368

APSCUF Present: Fay Cook, Steve Hicks, Howie Congdon, Mark Cloud, Cathy Traister, Matt Girton, and recording secretary Cheryl Orndorf

Management Present: Roger Johnson, Deana Hill, Denise Shoemaker, Tom Ormond, Tara Fulton, David White, and Jim Meek

**I. Approval of Minutes**

The minutes of the September 18, 2007, were approved.

**II. Grievance Update**

S. Hicks reported the last two grievances filed may be resolved as a result of a recent meeting. State APSCUF has filed a statewide grievance for DE pay for 2007 summer.

**III. Admissions Report**

Official admissions' figures were distributed by Management. J. Meek explained the numbers. The entering class was a healthy size, but the overall head count remains between fall 06 and fall 05 numbers. FTE is up as LHU continues to recover a bit from the large number of non-degree students in fall of 2005. There were two things that contributed to that situation: 1) teachers enrolled in continuing education credits; 2) a number of Philadelphia students that took courses even though they were not pursuing a degree. The in-state numbers were a bit below fall 05.

**IV. Performance Funding**

Management distributed a document regarding 2007-08 PASSHE Performance Funding. Second year persistence did not have a good return rate. Initially, the retention rate from last fall to this fall is back up, so LHU should do better this year. The percent of faculty with terminal degrees was a problem, because it still does not meet the expected standard even with two years of good improvement. APSCUF asked what was budgeted (how bad does this hurt)? Management is still sorting it out. There was a brief discussion about the 1.1 million, but management explained there are very specific guidelines about how it can be spent and it won't necessarily help in the areas hit by the performance funding shortfall.

**V. Enrollment Management Committee**

This will be a 6-8 person committee (appointed by the President) with sub-committees. Share suggestions regarding the composition of the steering committee with J. Meek. Enrollment management is subordinate to strategic planning.

**VI. Identifying Directorships**

APSCUF has created an ad hoc committee to work on indentifying directorships with R. Johnson. R. Johnson reported 'director' may not be the appropriate word as coordinators are on the list as well, for example the Art Curator and the Director/Coordinator of the Ethics Center. The common sense ones will be easy, but the Ad Hoc committee will work on the "sticky" ones. It is hoped to have this developed in time to be done along with chair elections in spring 2008.

## **VII. Summer School Policy**

Management reported there is a plan to have a four day schedule for Summer School. The PA program will be an exception because it meets on a seven day schedule. The courses taught to EOP students in the summer time may have to be five days per week depending on the language in the grant. There was a discussion concerning shutting down buildings and how that affects things that need specific climate control. The idea is to save money. Some secretaries will be displaced on the days the buildings are closed. There is not anticipation of locking people out, so if people want to go get materials or work in their offices they can. Maintenance will give an estimate on the savings once the list of buildings to be closed is developed. A small group needs to tackle these issues one at a time. F. Cook will work with management on this issue.

## **VIII. Winter Intercession**

Management wants to know if it is worth having a winter intercession. It is fairly strenuous on the management side with rewriting procedures, scheduling, etc; thus, another section or two would be preferred for this to go. APSCUF reiterated the incentive is not there for this as in-load. Management will make a decision on this issue soon.

## **IX. Distance Education Class Size (not on agenda)**

APSCUF asked if there are cap restrictions on DE classes. Management explained when LHU first started offering DE courses the chairs and the dean [R. Johnson] of the College of Arts and Science (most courses at that time were from that college) agreed to have tightly restricted enrollment caps on DE courses due to a lack of experience. There was never a policy to keep the cap low, but it was a practice. Since that time, there is much more experience so there is now at least one DE course with close to 100. It is up to the departments and the deans to insure the number of students in a course makes sense for the course being taught and instructor teaching it.

## **X. Administrative Personnel**

**Dir. of International Studies:** Management proposed for the committee composition two faculty, one AFSCME, one SCUPA member, one dean, one person from development or admissions, and one student for a total of seven. APSCUF's two faculty members are S. Hicks and R. Goulet. Another faculty member could be added, but it must be from the other college. The rest of the committee is not determined yet. The job description is ready and the advertisement is out. S. Hicks will convene the first meeting when he gets the names of the others on the committee. R. Campbell has been named Acting Director effective October 15 with some overlap with D. Roberts.

**Provost:** An announcement will be made Tuesday, October 23 at the chairpersons meeting.

**Director of eCampus:** An offer has been made, but there are still details to work out especially with timing, because the person has a job. V. Paulina is functioning in the role of Dir. of eCampus, which will be announced to the campus community soon.

**Associate Provost:** T. Fulton is functioning as Associate VP of Ac. Affairs at 10% of her duties, which is the same as last year.

**XI. Agreement About Increasing Steps for Temporary Hires**

R. Johnson would like to shorten the interval that a temporary faculty member has to wait to receive a step increase, but he does not have approval. He is going to argue for it at the state level. APSCUF expressed appreciation for his efforts and asked him to also take into account those that teach one semester per year only.

**XII. Personnel Files**

Management shared *Management Directive 505.18* as amended and issued by the Governor's office Feb 14, 2003 (Exhibit I). There is an item that affirms and requires the last three annual employee reviews be retained in the personnel file and it lays out very straight forward procedures for individuals to submit rebuttals. This information hasn't been disseminated to faculty. Management shared a letter to send out that seems to be consistent with law and state policy and understands APSCUF would like to review the letter (Exhibit II). Another aspect is that employees may not alter or remove any documents without the permission of the custodian and the file review has to be supervised. There is language in the CBA on these issues as well. APSCUF will get back on this.

**XIII. Local Negotiations Committee Concerns**

APSCUF reported concerns with department budget cuts for student equipment monies. Management responded one department incurred a reduction that was more than typical, but that has been corrected. As was the case last year, the Provost's Office held back some academic equipment and maintenance funds for the purpose of matching grant proposals and donor funds. However, management had to dip into rollover money. The dean had to dip into some money for emergency repairs, etc. There can also be a redistribution of monies if that is warranted. There are some departments that apparently do not need the money that has been allocated.

**XIV. Individualized Instruction Approvals**

Management reported when Individualized Instructions are approved past the census date, LHU loses the state allocation to pay for it. It's also not good practice to approve late. Management is willing to approve HPED303 and HPED304, but is not approving HLTH202, because J. Drouin is at the limit for Individualized Instructions.

**XV. Academic Calendar**

Management reported the Calendar Committee recommended flipping class schedules for April 23 and April 25 to minimize class interruption to celebrate Scholarship Day and management endorses such.

**XVI. Next Meeting**

The next meeting will be Thursday, December 6, in Bentley S06, 12:15-1:45 p.m.

The meeting adjourned at 1:45 p.m.

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Roger Johnson  
Interim Provost and VP of Academic Affairs

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Fay Cook  
APSCUF Chapter President