TO: PCPS Dean’s Conference
FROM: Diane S. Muniz
DATE: November 4, 2013
SUBJECT: Summary of the October 31, 2013 Meeting

Guests: C. Murphy, G. Olsen, M. Starace

Dr. Pellegrino opened the meeting with a reading an excerpt from Shakespeare’s The Witches Spell from McBeth.

A correction to the summary of the September 26, 2013 meeting was made with the addition of Dr. Daniel West as being present at this meeting. The summary was approved with the correction.

Updates:

The Dean thanked the departments for the great job at the Open House. The next Open House takes place on November 3, 2013.

Mr. David Hair, an alumnus of East Stroudsburg University, has been invited to address participants at the ESU Legacy Family brunch

Proposals for faculty development can now be directed to the Dean’s office as funding will be coming directly from the Dean’s budget. The Dean distributed hard copies of the Policy and Procedures for Administering Merit-Based Compensation, the application procedures for Merit Adjustment to Base Salary, and Release Time for Scholarship. The Associate Dean reminded the Chairs that in regards to journals, each department needs to decide what the top rank journals are and how the criteria will be applied.

The Dean’s office will meet with the Program Directors on November 6th. Topics discussed will be assessment activities and initiatives, updates on licensure and analysis of student mid-term deficiency reports along with other topics. All the information will be compiled and shared with the College.

Prime Time Health is interested in students who would like to present relevant topics to older adults. Contact Nancy Post at 570-346-3630.
Our College will provide an opportunity for students to get the necessary Cogent/child abuse and background checks on campus. A representative from UPS will be on campus on November 5, 6, and 7. Please spread the word to your students.

The Dean distributed the document on “Discontinuance of an Academic Program.” This document policy was approved by the Faculty Senate in 2006.

Regarding budgets, the Dean has no new information on budget plans and budget cuts. She asked that each of you look at your 710 budget lines and spend responsibly. Several questions were raised by Dr. Dan West. He asked if there is any way the year-end reconciliations can be done in a timely manner, and if someone could explain why the budget reports show negative numbers for positive variances. The Dean did not have the answers to these questions but asked that they be placed in the summary.

Dr. Castellanos gave a brief report about the building project. She indicated that they have had meetings to approve the case work plans and the electrical plans. A meeting took place to discuss AV for the general spaces and the classrooms. The next stage will be to go through the departments equipment list, item by item, with the faculty to make sure what we are planning to purchase is exactly what they want.

University Advancement
Mr. Gary Olsen, Vice President for University Advancement, was invited to the meeting to give an overview of the University’s advancement office and on what they do, how they do it and why they do it. He also spoke about the fundraising campaign for the center for rehabilitation education. He introduced two new members of his team: Ms. Cheryl Murphy, Associate Vice President for Development and Ms. Melissa Starace, Associate Vice President for Alumni Relations, Annual Fund & Operations. The areas covered within Advancement are: alumni relations, Royal Fund (annual fund), prospect management, data base management, conference and events services, the parent program, major gifts, planned giving program, corporate and foundation relations, stewardship and donor relations, capital campaign planning and the President’s Business Council. If anyone has information about perspective donors, please do not hesitate to give this information to the office.

c:       Academic Deans
         Mr. Gary Olsen
         PCP Faculty & Staff