I. **Call to Order** — Dr. Mark Cantrell

II. **Approval of Minutes of the Fall 2013 Assembly Meeting** — Dr. Mark Cantrell
   
   *Dr. Cantrell proposed a fix to an error in which “Fall 2012” should read “Spring 2013” under “Approval of Minutes…”*
   
   After discussion, with the proposed changes, minutes of the Fall Assembly were unanimously approved as distributed.

III. **President’s Report** – Dr. Christopher Ames
   
   A handout of the President’s Report was given out.
   
   - President sends her regrets for not being able to be here.
   - Thanks all or how hard all have worked to make this a successful year for our students, despite numerous disruptions and challenges.
   - We are at an 8-year low in funding from the State.
     - State budget cuts are illustrated on the report.
   - Decline in enrollment
   - Results include:
     - Significant cuts to all operational budgets
     - Freezing of many vacant positions.
   - Accomplishments:
     - Are delivering a first rate education in light of those challenges.
   - Strategies:
     - Moving forward with recommended budget
       - Tuition increase of 4.96%
     - In June 1, will have a sense if will meet projected enrollment.
       - Anticipated 1.5% increase July 1st, and about 3% upon finalization of enrollment.
   - President is working with other higher education institutions to urge Legislature to understand needs of higher education.
   - Working to increase enrollment in traditional markets, including:
     - Working with Royal and Company and hosting new events for accepted students
     - Managing new administration needs.
   - Seeking to strengthen new markets:
Adult education
International students

- Retention
  - Early Alert System
  - Streamlining services to avoid the “Shepherd shuffle”
  - Reducing number of courses taught by adjuncts.

IV. Approval of Candidates for Graduation – Ms. Tracy Seffers
With no amendments, candidates for graduation were unanimously approved as distributed.

V. Elections - Dr. Mark Cantrell
A. Moderator – (Dr. Mark Cantrell is incumbent)
   M/S/P to elect Christian Benefiel as moderator by acclamation.
B. Secretary – (Dr. Matthew Kushin is incumbent)
   M/S/P to elect Matthew Kushin as secretary by acclamation.
C. Parliamentarian – (Dr. Anders Henriksson is incumbent)
   M/S/P to elect Dr. Anders Henriksson as parliamentarian by acclamation.
D. Student Life Council – (one position open)
   M/S/P to elect Dr. Nicolas Pologeorgis as student life council by acclamation

VI. Reports to the Assembly
A. Advisory Council of Faculty – Dr. Sylvia Shurbutt
   - HEPC has a new website
   - Re-authorization for each institution is underway.
   - West Virginia Student Texting project
   - Research grants are up about $30 million of funding brought into the state
   - State seeing large growth in adult education
   - West Virginia tuition rate is by and large lowest in the region
   - Faculty salaries continue to stagnate, ranking 14th among the 16 SREB states.
   - Program review process from HEPC will be streamlined.
   - The legislative process and related bills:
     - SB409 – Did not pass - Alternative teacher certification; degree compatibility requirements
     - HB4513 – Did not pass - Mandating credit hours for students to hold 15 hours, rather than the current 12; Standardization of degrees which could impact accreditation; blanket transfer and degree mandates which could impact accreditation.
     - Legislature picked up Advisory Council of Faculty’s slogan, “creating a continuum of learning.”
     - Seeking to ensure higher education is protected from budget cuts when public school is as well.
     - Providing interim reports from ACF to HEPC and community college council.
     - The report from a handout titled “ACF Interim Report to HEPC; April 25, 2014,” which was given to the assembly members, was read.
B. President of Faculty Senate – Dr. J. B. Tuttle
   • Departments are electing senators, which will be seated at the April 21 meeting.
   • Key and ongoing issues were discussed:
     o In regard to budget, Senate has represented funding faculty raises and the accelerated content management system roll out to help manage university communication.
     o Great Colleges to Work For survey – stressed via Senate to encourage faculty to be as precise in filling out the survey.
     o Hiring – involved in a number of new positions, much of which will be done over the summer.
   • Participated in 2 task forces put together by the VPAA
     o Administration Evaluation task force
     o Salary Compression task force
   • Working with multiple units on campus, in regard to faculty advising and retention.
   • Thanked the Budget Advisory Committee and Sylvia Shurbutt
   • The proposed C&I flow chart will be voted upon.

C. Advisory Council of Classified Employees – Mr. Ken Harbaugh
   • Working to develop higher quality Staff Councils and better leaders in the staff rankings.
   • SB 3300 legislative procedural rules
     o Common Grounds committee – working with the VCHR and others at the Policy Commission to write the required rules for the legislation – Faculty, classified, CHROs.
     o Compensation Planning and Review Committee – adding details to the rules on compensation
     o Employee leave
     o Classified Employee pay structure
     o Reduction-in-Force
     o Personnel Administration – upgrade, downgrade, promotions, and demotions.
   • Market Studies
     o $130,000 was spent on Fox Lawson but their request for proposal was not accepted.
     o New request for proposals are being written.
   • HEPC HR division has to mend relationships with Chief Human Resource officers within the system.
   • System-wide training is needed in compensation and classification.

D. Chair of Classified Employees Council – Mr. Brian Hammond
   • Praised facilities for their hard work in cleaning up campus during this terribly snowy winter.
   • Provided feedback and input for:
o Budget Advisory Committee work
o Strategic Planning committee
o Search committees

E. Student Life Council – Mr. Christian Benefiel
  • Took on new faculty and graduate students to ensure accurate representation
  • Approved interfaith club
  • Approved active gaming club
  • Approved B.A.S.S. club
  • Approved an online gaming club
  • Subcommittee has been formed for policies and risks associated with hazing and related issues.

VII. Proposed Amendment to Article II, Section 3 of the Constitution of Shepherd University – Mr. Alan Perdue
  • Proposed Amendment was distributed and read
  • Discussion

VIII. Proposed Amendment to Article IV, Section 7 of the Constitution of Shepherd University – Dr. Larry Daily
  • Proposed Amendment was distributed and read
  • Discussion

IX. Adjournment – Dr. Mark Cantrell

Respectfully Submitted,
Dr. Matthew J. Kushin
Secretary to the Shepherd Assembly