

Spring 2019 Meeting Minutes • Monday, April 8th, 2019  
4:10 p.m. • Erma Ora Byrd Auditorium

- I. Call to order – acting Moderator Dr. Chris Lovelace  
Called to order at 4:12 pm by Dr. Lovelace
- II. Approval of the minutes of the fall 2018 meeting  
Minutes are approved as distributed.
- III. President’s report – Dr. Mary J. C. Hendrix  
The President’s Report can be view at:  
<https://media.suweb.site/2019/04/01-Presidents-Report-Spring-Assembly-Website.pdf>

**Below are some highlights of the report — Transforming Our Future:**

Primary goal: attain financial stability to provide a world-class liberal arts education for the next generation of professional leaders and model citizens, and to serve as an education resource for the community.

Priorities #1, #2, #5 complete. We are still working on Priority #3 to increase extramural funding by at least 10% each year over the next five years to achieve a minimum of \$3M annually and Priority #4 to advance public/private partnerships through Shepherd’s Entrepreneurship and Research Corporation (SERC) to support ongoing initiatives.

**Congratulations to the Faculty who were promoted:** Dr Karen Adams, Dr. James Broomall, Dr. Doris Burkey, Dr. Jacquelyn Cole, Dr. Amy DeWitt, Dr. LeAnn Johnson, Dr. Desmond Lawless, Dr. Gregory Price, Dr. Laura Robertson, Dr. Robert Tudor, Dr. “Joey” Yuying Xie

**Congratulations to the Faculty who earned Tenure:** Dr. Karen Adams, Dr. James Broomall, Dr. Jacquelyn Cole, Dr. Mohammadreza Ghahremani, Dr. LeAnn Johnson, Dr. Desmond Lawless, Dr. Laura Robertson

**New Academic Structure will be in place for the 2019–20 Academic Year**

Mr. Dow Benedict will become the VP for Presidential Initiative and Capital Funding

**College of Art, Humanities, and Social Sciences** — Dean Dr. Robert Tudor / Associate Dean Dr. Ann Marie Legrid

**Division of Arts and Humanities** — Contemporary Art & Theater, Communication, English and Modern Languages, History, and School of Music.

**Division of Social and Behavioral Sciences** — Political Science, Geography, and Global Studies, Psychology, Social Work, Sociology, Criminology, and Criminal Justice

**College of Business** — Dean Dr. Ben Martz Associate Dean Dr. Kathy Reid

Business Administration, Economics and Finance, Accounting, SERC

**College of Science, Technology, Engineering, and Mathematics** — Dean Dr. Robert Warburton  
Biology, Chemistry, Computer Science, Mathematics, and Engineering, Environmental and Physical Science

**College of Nursing, Education, and Health Sciences** — Dean Dr. Sharon Mailey

School of Nursing, School of Education, School of Recreation, Sport, and Exercise Sciences

**School of Graduate and Professional Studies** — Dean Dr. Richard Stevens

Graduate Programs, Certificate Programs, Lifelong Learning, Continuing Education, Martinsburg Center

## Ruth Scarborough Library and Center for Teaching, Learning, and Instructional Resources

— Dean Dr. Laura Renninger

Library, Academic Support Services, Academic Advisement Center, FYEX, TRiO, Faculty Support Services and Training, Instructional Technology, University Assessment program

**Strategic Plan 2018-23** – For more information visit: <https://www.shepherd.edu/strategic-plan>

4 pillars — The Shepherd Image, The Student Experience, The Employee Experience, and The Campus Environment

**Key Focus Area** — We have just completed implementing the first year of the Strategic Plan. If you are interested in joining one of the teams to assist with the 2<sup>nd</sup> year, please contact Bill Sommers. We have set up teams for each Key Focus Area and have formalized the tactics and actions each area should address.

**Metrics and measures** — Internal Measures address what did we do, what needs to continue and what should remain on the action list and more on the operational level as we move forward. External Measures will be presented through a dashboard and showcase the KPIs of the university.

**End of Year Reporting** — Another update at the Fall 2019 Assembly meeting, present to the BOG in November, and publish end of year report on to the webpage after.

Planning for year 2 2019-2020 — Looking for any members who want to join a team, what tactics or actions should be carried forward, and are there any new tactics or actions that should be added.

### Student Enrollment Estimate – fall 2019

#### For accepted / deposited / orientation

- First time in college lagging slightly in comparison to last year
- Transfer is slightly up this year

This is the reverse from last year.

### Marketing and Recruiting

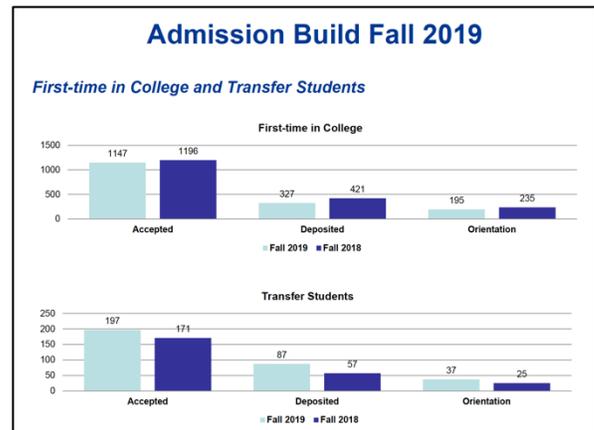
Admissions counselors are engaged with spring recruiting and are visiting high schools, and Community colleges in PA, WV, MD, VA

Open house on March 30 – thank you to all — we had over 100 prospective seniors, juniors, and transfer students attend.

New Transfer Student Preview Day to be held on May 31. This will focus exclusively on transfer students interested in enrolling Fall 2019.

New Transfer Agreements (Dual Admissions) with Carroll, Hartford, and Howard in MD and Lackawanna Community College in PA

**For current students we have some on-going efforts:** Summer enrollment survey is currently being examined and looking at ways to bolster our numbers for summer classes. Summer financial aid 100+ for summer versus 69 in comparison to last year. Summer housing is still being offered. Enrollment Management wants to know how they can help a current student register for the fall.



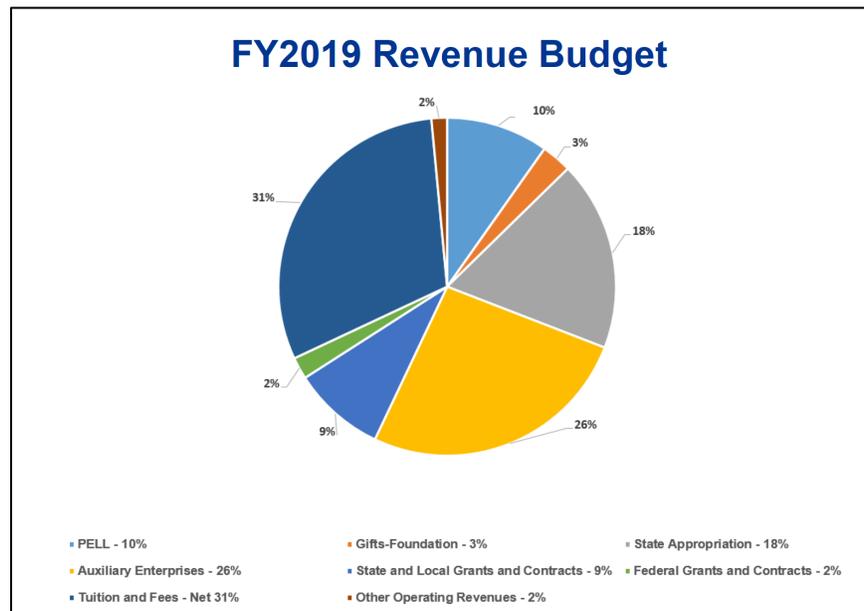
## Financial Overview — FY 2020 budget

**Target: to eliminate deficit by FY 2021 Year-end**

Increase in tuition and fees for undergrad in and out of state. We are identifying the right combination for increase to keep Shepherd Competitive. For 2019-20 there will be: 3% in-state and 1% out-of-state. Housing an average of 1.5% and increase of board 3.5% due to Chartwells agreement.

Generous increase in state appropriations \$3M (½ to employees and ½ to deficit).

- Goal to get the deficit gone by 2021.
- To keep expenses low without over-taxing the students.
- Thanks to all who have looked at their budget and made the steps to make this possible.



## New initiatives

The University built in \$8K to pay for a tax expense so employees can continue to park for free.

### Tabler Farm — First year of Progress

Thank you to Dr. Goff and Dr. Vila for all their time and dedication to help establish Tabler Farm in the first year. We have many projects underway and are continuing to build collaborations with USDA, Martinsburg VA, WV National Guard, USDA Fruit research Station, Charles Town VFW, and Local Schools.

### SERC — Shepherd Entrepreneurship and research Corporation

- Several projects underway — a new one to recognize is CMI2.
- The rentals for the Popodicon have been going well. Sonya Shelley has been overseeing the use of the facility and it has brought in revenue for the university.

**Repurpose Opportunities for Turner and Kennamond hall**

There is an RFI out for response to help the university identify the best use of the buildings. Whether that be testing labs, event space, office space, or academic classrooms.

**Dinner with Strangers Initiative**

This has been a wonderful experience for both the host families and students. Since last February there have been 10 connections and Dinner with Strangers events. Given the success of this initiative, the university is currently looking to bring in outside expertise to provide consultation for Capstone Projects. This program is now run out the Community Outreach office with Dr. Virginia Hicks.

**WV politics in Higher Education**

- S.U witnessed the most successful legislative session in its history
- We received a 31% increase in annual state appropriations, advancing our rank to 10<sup>th</sup> to 4<sup>th</sup> (out of 10)
- Blue Ribbon commission eliminated state wide master plan and institutional compacts
- \$105 million was added to PEIA reserve fund, allowing a freeze in premiums

**Transforming Our Future // Campaign planning and leadership**

This campaign is needed in order to Transform Shepherd Future and to continue being a leader in the WV Panhandle.

1. Campaign Panning and Early Leadership Phase – Feb 2019–Sept. 2019
2. Campaign “Quiet” phase – Sept. 2019–Sept. 2022
3. Campaign public phase – Sept. 2022–June 2024

Thank you for your loyalty and believing that someday we will get extra money from the state.

**IV. Other reports to the Assembly****a. Advisory Council of Faculty – Dr. Max Guirguis**

Of the five bills affecting higher education that were considered in the 2019 legislative session, two passed and three failed.

**Bills that Passed****1. SB 1 – Relating to tuition at community and technical colleges**

SB 1 provides free tuition to instate students who meet certain requirements and complete qualifying programs at two-year schools. The bill has a price tag of almost \$10 million a year, but it passed easily as part of the state’s workforce development plan.

**2. SB 673 – Relating to a master plan for higher education in West Virginia**

SB 673 eliminates the requirement for a statewide master plan for higher education, which means less reporting and less paperwork for public colleges and universities. An amendment that would have exempted Shepherd University (and Fairmont State University) from HEPC oversight passed the House but was rejected in the Senate.

### **Bills that Failed**

#### 1. HB 3096 – Relating to the creation of an Office of Postsecondary Education

HB 3096 would have replaced the HEPC with an Office of Postsecondary Education. That bill never made it out of the House Education Committee, so the HEPC will continue to function as before, at least for the time being.

#### 2. SB 624 – Relating to the use of standardized tests other than the SAT

SB 624 would have allowed county boards of education to use exams other than the SAT as their standardized test for 11th graders. The ACT, for instance, could have been used as an alternative to the SAT, if the bill became law. The governor vetoed that bill at the request state Board of Education.

#### 3. HB 2519 – Relating to concealed carry weapons on college campuses

HB 2519 would have allowed licensed individuals to bring concealed guns to college campuses. The bill passed the House, but the Senate Judiciary Committee rejected it. This was quite a surprise, given that the bill's sponsors had repeatedly told the ACF that "the gun bill is a done deal."

There is no update at this time on the governor's Blue Ribbon Commission because it has not yet released its final report and has not had a full meeting since December 13, 2018.

### **b. Faculty Senate – Dr. Chris Lovelace**

The Faculty Senate had a discussion related to the service workload that goes with Senate membership. There are 14 committee service and 7 committee chair positions associated with Senate, and those who serve on Faculty Senate are expected to take on these additional responsibilities. Currently, 17 of 21 Senators hold additional positions in addition to whatever they do outside of Senate (6 are also department chairs). In an effort to reduce the service burden, we discussed whether the chairs of A&C, C&I, and Core curriculum must come from the Senate, as they currently do. Changing this would be difficult with A&C and C&I, but the Senate asked the Core Curriculum Committee whether they'd be willing to elect their chair from among their members and they voted to do so. That's one of the constitutional amendments taken up later in this meeting.

A delegation from the Faculty Senate had a productive meeting with the weather-related-closing decision-makers earlier this semester. Left with each side having a better understanding of the considerations and constraints faced by the other. A complete report of that may be found in the March 4<sup>th</sup> Senate minutes, available on our website.

On March 4<sup>th</sup> the Senate passed a resolution opposing House Bill 2519 that would have allowed concealed carry of firearms on our campus. That bill did not pass the State legislature.

I'd like to thank the Senate's Scholarship & Awards Committee, chaired by David Modler, for all their hard work preparing for the McMurrin Scholars convocation on Apr. 26<sup>th</sup>. Earlier this spring, the Senate discussed the McMurrin Scholar criteria. It was noted that students who graduate in the summer or fall have not been eligible. For this year, the Senate agreed to allow qualified students who graduated in summer or fall of 2018 to be nominated as McMurrin Scholars. That yielded five or six additional names. The Scholarship & Awards Committee also worked with the Senate to update some elements of the requirements to

avoid this issue in the future. The current criteria are available on the McMurrin Scholars webpage: <http://www.shepherd.edu/mcmurrin>

I'm happy to note that in a couple of weeks we'll be inducting 45 new McMurrin Scholars. Dr. Georgiann Toole will deliver the "last lecture".

I'd also like to thank all of the Senators, including the current officers – Senate Secretary Mary Hancock and Parliamentarian Jeff Groff, for all their hard work over the past year.

**c. Advisory Council of Classified Employees (<http://wvacce.org/>) – Ms. Jayne Angle**

I am Jayne Angle, the representative of Shepherd's Advisory Council of Classified Employees, known as ACCE. I currently work as an administrative associate, for Dean Dow Benedict, for the College of Arts and Humanities.

Over the last eight months I have been encouraged by and understand the value of having a voice to advocate current employee concerns with other ACCE Representatives to the state such as PEIA benefits, employee salaries, policy and procedures at the state level and within our own institutions.

Also, to support our student body, fair budget appropriations, legislative concerns and to share valuable information of other institutions. Max Guirguis, Faculty Senate Rep and I had met several times in wanting to meet local legislators, together with the President's office they were invited, came and Shepherd offered a warm welcome.

I have found that building relationships across the state gave me more of a purpose to serve as the ACCE representative. I've valued the opportunity to meet with Legislators, to formulate questions to bring back to Shepherd and to really understand terminology and the origination of WV code and what purpose it has served for classified employees.

ACCE has been undergoing changes with representation as some institutions implement, a classified to non-classified classification change for some employees. This has and can affect attendance at monthly meetings. Some employees are asking what can we expect code to look like in the future?

Honestly, it's nice to know that I can share my heart about something and feel comfortable that I am being heard.

Some consistent issues brought up is for institutions to value their employees. To be treated with respect, understand their work load, and understand their contribution to the institution. With updates of policy and procedures from the state some employees have absorbed these day to day duties in their already compressed schedules.

The purpose of ACCE is to serve as a representative body for all classified employees under the authority of the HEPC and the West Virginia Council for Community & Technical College Education.

We hope that employees find value in this opportunity as it serves to enhance communication and also to have their voices heard at the state level. We also understand that non-classified employees do not have a collective voice like the classified employees and Faculty.

Please check out our [website](http://wvacce.org/) (<http://wvacce.org/>) to review agenda's and minutes from prior and upcoming meetings.

**d. Classified Employees Council – Ms. Cecelia Mason**

The Classified Employees Council (CEC) will have elections this year. Changes have been made to its constitution to make the nominating and voting process electronic.

- C. Nominations for positions will be accepted electronically during the two weeks prior to and from the floor of the odd-numbered April meeting of all classified employees, known as the Classified Assembly.
1. The University President’s designee will conduct the final vote by electronic ballot within one week after the meeting.
  2. The electronic election results will be sent to the University President’s designee, who will certify the results. The Chair of the Staff Council will then send out an e-mail announcing the results.

**With the change to electronic voting, the following procedures have been established:**

The bi-annual Classified Employees Council elections will take place beginning April 16 when nominations open through May 14 when voting closes. Per the CEC Constitution, Dr. Hendrix has appointed Marie Dewalt, human resources director, and Tim Haines, director of marketing and digital strategies, to oversee the election.

Nominations will be taken for representatives from category 1, category 3, category 4, category 5, and category 6/7, Classified Employee Council chair, representative to Advisory Council of Classified Employees (ACCE), and representative to Board of Governors.

The Classified Employees Council will need to elect two representatives from categories 1, 3, 4, 5, and 6/7 and two alternate representatives from each category.

**Timeline:**

April 16—Nominations open. Nominations will be made electronically. You will receive an email with a link to the Survey Monkey nomination form. Click the link to make as many nominations as you would like. Before you nominate someone, please verify that the person is willing to run and serve.

April 30 at 11:15 a.m.—Electronic nominations will close. The bi-annual meeting will begin at 11:30 in the lower level of the Dining Hall, where additional nominations will be taken. After the meeting concludes, employees will have lunch upstairs in the Dining Hall, compliments of Dr. Hendrix. If you have not sent an RSVP for lunch, please do so by **April 12** using the link in the invitation that was sent last week by email, or on the sign-up sheets posted at break rooms in Facilities and the library, or by contacting Theresa Smith at ext. 5217 or tsmith@shepherd.edu. You may still attend the lunch if you don’t RSVP at a cost of \$7.60.

Voting via Survey Monkey will be open May 1 at 8 a.m. and close May 14 at noon. You will receive an email with a link. Click the link so you can vote. Once you vote, you will not be able to use the link again.

May 14—Tim will share the results with Marie and the CEC chair (or the chair’s classified employee designee). The current CEC chair will then receive the results to share them with classified employees via email.

Each year, the Classified Employees Children's Scholarship Fund provides scholarships to the children of classified employees. The endowed fund has approximately \$52,000 in it, and in the past two years four to five students have benefited from this scholarship. During the regularly scheduled meeting tomorrow (April 9, 2019) the CEC will consider helping four students.

**e. Student Life Council – Dr. Laura Robertson**

- New student groups approved:
  - Financial Planning Club (reinstated)
  - It's On Us (organization to stop sexual assault on college campuses)
  - Swing Dance Club
  - Phi Beta Lambda (business leadership organization)
  - Economics Club (reinstated)
  - Omicron Delta Epsilon (honor society)
  - Shepherd University Pagans
  - Game On! Video Game Club
- Working towards new student alcohol use policy in student handbook
- Also addressed gender-neutral bathrooms in every academic building and concerns related to dining services
- Change to the meeting time: 4-5 pm on 2<sup>nd</sup> and 4<sup>th</sup> Thursday
- Changes to the SLC bylaws; need vote at Assembly. The following changes can be viewed at: [https://media.suweb.site/2019/03/SLC-Proposed Bylaws for AY-2019-2020.pdf?v=1555175620](https://media.suweb.site/2019/03/SLC-Proposed%20Bylaws%20for%20AY-2019-2020.pdf?v=1555175620)
  - a. Constitution separated from bylaws
  - b. Changes to membership
    - i. Faculty & Staff (9 total) – changes due to academic restructuring
      - 1. Faculty appointed or elected from each college, not elected at-large in the Assembly
      - 2. Dean of Students position eliminated; requires several changes to bylaws
    - ii. Students (12 total) – added four more students including specific categories (transfer, non-residential)
  - c. Formatting and clarifications
    - i. Process for amendments to bylaws

**V. New business**

**VI. Approval of changes to the Student Life Council Constitution & Bylaws – Dr. Laura Robertson**

Dr. Robertson made a motion to approve the changes to SLC constitution as distributed, seconded • Motion carries unanimously by voice vote

**VII. Proposed amendments to the Shepherd Constitution (attachment)**

Voting will take place electronically, as approved by the Assembly.

- i. Core Curriculum Committee – Dr. Chris Lovelace
  - 1. The Core Curriculum Committee brings forward an amendment to the introductory paragraph of Article IV, Section 7 of the Shepherd Constitution that would remove the requirement that the chair of that committee come from the Faculty Senate and instead be elected from

among the CCC membership at their final meeting each year.

***The results for the Core Curriculum Committee amendment — 85 approve, 9 not approve***

- ii. Chairs of the new College of Arts, Humanities, and Social Sciences – Dr. Chris Lovelace

- 1. Replace “College” with “College or Division within a College” wherever per-college faculty committee representation is specified. This change will keep the level of representation the same as it is now after we combine the Colleges of Social & Behavioral Sciences and Arts & Humanities.

***The results to replace “College” with “College or Division within a College” — 88 approve, 6 not approve***

- 2. Change “Dean” to “Dean or Associate Dean” in committee membership lists to allow the new Associate Deans to fulfill committee roles.

***The results to change “Dean” to “Dean or Associate Dean”— 91 approve, 3 not approve***

b. Elections

- i. Shepherd University Assembly Moderator (one-year renewable term) – Christian Benefiel is incumbent. Professor Benefiel is nominated. Nominations Closed • M/S/ P – **Prof. Christian Benefiel will continue to serve as Moderator**
- ii. Shepherd University Assembly Secretary (one-year renewable term) – Ms. Kristin Kaineg is incumbent. Dr. Shurbutt has self-nominated. Nomination closed • M/S/ P – **Dr. Sylvia Shurbutt will serve as Assembly Secretary**
- iii. Shepherd University Assembly Parliamentarian (one-year renewable term) – Dr. Chris Lovelace is incumbent. Dr. Lovelace is nominated. Nominations closed. • M/S/P — **Dr. Lovelace will continue to serve as Parliamentarian**
- iv. Student Life Council faculty representatives (two-year term, non-renewable) – 2 appointments – Drs. Fetty and Hovatter are continuing (only necessary if the SLC Constitution changes fail to pass, above) ***Elections not necessary since SLC constitution changes were approved.***
- v. Board of Governors faculty representative (two-year renewable term) – Dr. J.B. Tuttle is incumbent. Dr. Betty Rini has self-nominated. Nominations closed • M/S/P — **Dr. Rini will serve as BOG faculty representative**
- vi. Faculty representative to the WV Advisory Council of Faculty (two-year renewable term) – Dr. Max Guirguis is incumbent. Dr. Max Guirguis is nominated. nominations closed • M/S/P — **Dr. Guirguis will serve as ACF representative**
- vii. Alternate faculty representative to the WV Advisory Council of Faculty (two-year renewable term) – Dr. Jason Best is incumbent. Dr. Best nominated. Nominations closed • M/S/P — **Dr. Jason Best will serve as alternate faculty representative.**

VIII. Other business

No other business was proposed or discussed

IX. Adjournment – Dr. Lovelace

Spring Assembly meeting was adjourned at 5:17pm – M/S/P