

SHEPHERD UNIVERSITY BOARD OF GOVERNORS

MINUTES OF THE MEETING OF DECEMBER 19, 2019

The Shepherd University Board of Governors met on December 19, 2019 in a regular meeting. Quorum was established with participating members: Ray Alvarez [phone], Gat Caperton, Henry Kayes, Jr., Ramona Kissel, Eric Lewis, Robert Marggraf, Tia McMillan, and Elizabeth Rini. Members David Avella and Jim Cherry subsequently participated. Also present were Shepherd University President Mary J.C. Hendrix, members of the executive leadership team and others. Board member Allison Lott was absent from the meeting.

1. **PUBLIC COMMENTS**

No public comments were made.

2. **CONSENT AGENDA ITEMS**

M (Caperton), S (Rini), PASSED, all members participating by phone were polled, that the following resolution be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors approves:

- 1) The Minutes of the Meeting of November 14, 2019, as presented in the Agenda materials of December 19, 2019.

3. **TASK FORCE UPDATE**

Chair Lewis noted that the Task Force has been hard at work.

Academic Programs Update – Sub-Committee Chair, Gat Caperton said they had nothing to report at this time.

Revenue Committee Update – Sub-Committee Chair, David Avella was absent at this point in the meeting so Chair Lewis called on Mr. Bill Sommers, Vice President for Enrollment Management, to provide highlights.

- a) Recommendations (Online Program) – University staff continue to evaluate a prospective corporate partner for online programs. Shepherd has an upcoming Higher Learning Commission (HLC) site visit in February for authorization to offer online programs.
- b) Summer Start Program – Process is being developed to launch summer 2020.
- c) Recruiting efforts are ongoing, utilizing the additional spending authority offered in the June BOG resolution. Additional funds have been invested in digital and expanded searches in key areas; Shepherd is now utilizing the Common App; prospect mailers have been sent to search names purchased; have held many off campus events from September to November. These additional programs/processes are starting to pay off in accepts and deposits.

Expenses – Other Committee Update – Sub-Committee Chair, Bob Marggraf noted they continue to work on key areas which include additional contracts into 2021.

Expenses – Personnel Committee Update – Sub-Committee Chair, Henry Kayes noted they continue to move forward. The facilities RFP came back, and it is not realistic to outsource. The Sub-Committee will continue to review additional items.

Chair Lewis reviewed Revised FY2020 Projections with the BOG. He noted that these numbers are only valid if careful adherence to expense constraints remain embedded in the University's practices through the year and if enrollment revenues and state appropriations remain as anticipated.

4. **PRESIDENT'S REPORT**

President Hendrix reviewed highlights of the ongoing initiatives for advancing Shepherd from among the comprehensive list provided in the President's Report.

5. **CLASSIFIED EMPLOYEES COUNCIL (CEC) ANNUAL REPORT**

Ms. Amy Speck, Chair of the CEC and Senior Administrative Coordinator to the Provost, presented to the Board the CEC Annual Report. The Report focused on guest speakers at the monthly CEC meetings, workshops and trainings, conversion of classified staff to non-classified staff and possible desire of CEC to form an Employee Council in the future, change in monitor for suggestion boxes, and CEC scholarships.

6. **REPORT OF THE ACADEMIC PROGRAMS AND DEVELOPMENT COMMITTEE**

On behalf of the Academic Programs and Development Committee, Ms. McMillan began the Committee Report with a brief update of the Committee's discussions which included the University Development Annual Report. Chair Lewis stated he would like to see a collective commitment from the BOG members to the forthcoming comprehensive campaign, noting that especially as to the constituent members, that if all members make at least some level of gift, it is symbolically very important to the success of the campaign. Chair Lewis requested BOG members provide him with their commitment by mid-January. Mr. Caperton agreed that the BOG should act jointly and suggested that each member give 50% to the President's Club and 50% to the Shepherd Fund.

Chair Lewis called on Dr. Scott Beard, Provost, to update the BOG on the HLC Visit for Distance Education as well as the Task Force – Academic Programs Sub-Committee. Dr. Beard discussed the nature of the HLC visit and noted, that as the schedule is finalized, the HLC site team may request to meet with one or two BOG members. Dr. Beard provided a brief update on the Academic Programs Sub-Committee. They are looking at how to streamline curriculum, lower enrolled programs, etc., gearing Family and Consumer Sciences toward nutrition, eliminating programs in Early Education and some limited savings from replacement of retiring faculty members. President Hendrix asked Dr. Chris Lovelace, Chair and Associate Professor, Department of Psychology, and President of the Faculty Senate, to update the BOG on faculty workload. Dr. Lovelace noted they are working to more effectively incorporate all time spent on instruction duties into the formula, as well as looking at service and professional development. The Faculty Senate are holding a special meeting on January 13, 2020, to continue discussion on quantification of faculty workload and will provide an update to the BOG at the February 13, 2020, meeting.

7. **REPORT OF THE ENROLLMENT, STUDENT AND COMMUNITY AFFAIRS COMMITTEE**

On behalf of the Enrollment, Student and Community Affairs Committee, Mr. Caperton provided a brief update of the Committee's discussions which included the Student Affairs and Campus Services Annual Reports.

8. **REPORT OF THE FINANCE AND FACILITIES COMMITTEE**

On behalf of Finance and Facilities Committee, Mr. Kayes, provided a brief update of the Committee's discussions which included a discussion about the 2020-2021 Housing, Dining and Other Fees, and the intention to not increase Tuition in Fall 2020.

9. **NEW BUSINESS**

Mr. Alvarez noted that he appreciated Member Kissel's summarization from the Higher Education Policy Commission (HEPC) meetings in Lewisburg, WV, on December 5-6. Mr. Alvarez also noted that the Zoom connection was successful.

Chair Lewis noted that members would be meeting with senators and delegates, following the meeting, to update them on Shepherd, continuing concerns as to appropriations, the Task Force and all good things going on.

Signed copy on E6
Eric Lewis
Chair

Signed copy on E6
Henry Kayes, Jr.
Secretary