

## **SHEPHERD UNIVERSITY BOARD OF GOVERNORS**

### **MINUTES OF THE MEETING OF FEBRUARY 13, 2020**

The Shepherd University Board of Governors met on February 13, 2020 in a regular meeting. Members participating were: Ray Alvarez, David Avella [Phone], Gat Caperton, Jim Cherry, Henry Kayes, Jr., Ramona Kissel, Eric Lewis, Allison Lott, Robert Marggraf, Tia McMillan [Phone], and Elizabeth Rini. Also present were Shepherd University President Mary J.C. Hendrix, members of the executive leadership team and others.

1. **PUBLIC COMMENTS**

No public comments were made.

2. **CONSENT AGENDA ITEMS**

**M (Kayes), S (Alvarez), PASSED**, all members participating by phone were polled (Mr. Avella joined the meeting subsequently), 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 December 19, 2019;
  - 2) The New Graduate Certificate in Foundations of Higher Education;
  - 3) The New Graduate Certificate in Management Information Systems;
  - 4) The New Graduate Concentration in Management Information Systems;
  - 5) The New Undergraduate Certificate in Middle Eastern and African Studies; and
  - 6) The New Undergraduate Concentration in Political Communication;
- each as presented in the Agenda materials of February 13, 2020.

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 the Committee is making good progress.

**Expenses – Other Committee Update** – Sub-Committee Chair, Bob Marggraf noted the Committee continues to work on the top 10 items for FY2020. FY2020 savings as of December 31, puts us at 64% of our goal as of mid-year. A small amount of the savings is due to warmer weather. The Committee is working on some additional accounts to get us up to \$800,000.

**Expenses – Personnel Committee Update** – Sub-Committee Chair, Henry Kayes said the Committee hasn't met since he reported out at the December 19, 2019, meeting.

**Revenue Committee Update** – Sub-Committee Chair, David Avella was absent at this point in the meeting, and Chair Lewis noted there are some recommendations being perused.

- a) Pam Stevens, Vice President for Finance, Mr. Kayes and Mr. Marggraf are pouring over spreadsheets. If things continue the way they are, would should be cash flow positive for the first time since 2011. This is predicting a decrease in revenue.

4. **ATHLETIC PROGRAMS**

Chair Lewis noted that the general proposal is to begin a detailed analysis of adding seven sports, which would add between 100-150 students to campus. This plan would require a major expansion to Boone Fieldhouse, the lacrosse field and lacrosse building for locker rooms. They are currently looking at the cost involved and the revenue that adding these sports could generate. Member Cherry asked about the option to have the East Campus Loop developer partner to expand with their name on a building. The members agreed this was a good idea and noted this should be included in the RFP. Chauncey Winbush, Director of Athletics, noted we are looking to begin several sports now. Chair Lewis noted we must be cash flow positive before we even think about borrowing money. Chair Lewis said updates would be provided on a continual basis.

5. **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.

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

On behalf of the Academic Programs and Development Committee, Mr. Alvarez provided a brief update of the Committee's discussions which included the Annual Report of Shepherd's representative to the Advisory Council of Faculty (ACF). Mr. Alvarez called on Monica Lingenfelter, Executive Vice President for the Shepherd University Foundation, to provide a brief update on the Comprehensive Campaign. Ms. Lingenfelter noted that even though the Campaign is on hold, the team has not been standing still. They are following the initial timeline of tasks that were proposed in the operating plan, with the exception of moving forward with board solicitations. The Team has been reaching out individually at the Deans level as well as with individual schools and departments to obtain buy-in. Training for the volunteers will be proposed at the February 28 Steering Committee meeting. Provost Beard and Dr. Christopher Lovelace, Faculty Senate President, provided a brief update on the Implementation of Faculty Workload Policy. Mr. Alvarez noted that Ms. McMillan's term on the BOG expires June 30, 2020, and she has asked him to take over as chair of this Committee in the interim.

7. **APPROVAL OF NEW DEGREE PROGRAM, BACHELOR OF ARTS, CRIMINAL JUSTICE**

**M (Alvarez), S (Cherry), 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 the Bachelor of Arts, Criminal Justice as presented in the Agenda materials of February 13, 2020.

8. **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 Enrollment Management Update and the Chartwells Status and Third-Party Food Vendor Update. President Hendrix noted we received a letter of termination from Chartwells on February 12, 2020, and Mr. Jack Shaw, Vice President for Campus Services, is working on the RFP which will go out in the next few days.

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

On behalf of Finance and Facilities Committee, Mr. Kayes, asked Ms. Stevens to provide a brief update of the Committee's discussions which included a review of the Quarterly Financial Report: 2<sup>nd</sup> Quarter FY2020. Mr. Kayes then asked Mr. Shaw to provide a brief update on the Residence Halls – Mattress and Furniture Five-Year Replacement Plan.

10. **CAMPUS FACILITIES MASTER DEVELOPMENT PLAN UPDATE**

**M (Kayes), S (Rini), PASSED**, all members participating by phone were polled (Mr. Avella absent), that the following resolution be adopted by the Board:

**RESOLVED**, That the Shepherd University Board of Governors approves the 2020 Campus Master Development Plan Update as presented at the meeting of February 13, 2020.

11. **KNUTTI HALL RENOVATIONS PROSPECTUS**

The status of the project was discussed by Ms. Stevens.

12. **PROPOSED 2020-2021 HOUSING, DINING AND OTHER FEES**

**M (Kayes), S (Alvarez), PASSED**, all members participating by phone were polled (Mr. Avella absent), that the following resolution be adopted by the Board:

**RESOLVED**, That the Shepherd University Board of Governors approve the adjustments to Housing, Dining, and Other Fees for FY2021, effective August 2020, as presented in the Agenda materials of February 13, 2020.

13. **UNIVERSITY BRANDING, MARKETING AND MESSAGING INITIATIVE**

Chair Lewis noted, with the changes in higher education, we need to know what our brand is and how we update Shepherd's brand for 2020-2050. President Hendrix noted one of the major goals of this Committee is to make recommendations for revising Shepherd's mission statement, which would be properly vetted throughout the University. Our emphasis will be on preparing students for 21<sup>st</sup> century jobs with a vision of attracting highly motivated students from around the region, giving them an enriching university experience, educating them on their chosen subject matter with a liberal arts underpinning and preparing them to be the leaders of tomorrow.

14. **NEW BUSINESS**

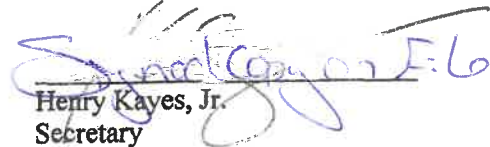
None.

15. **EXECUTIVE SESSION**

**M (Kissel), S (Alvarez), PASSED**, all members participating by phone were polled (Mr. Avella absent), that pursuant to Section 4 of Article 9A of Chapter 6 of the WV Code, it was moved that the Board enter into executive session for the purpose of discussion of matters relating to honoraria and awards and for discussion of matters as to charitable support by individuals, which would be an invasion of privacy if publicly discussed.

At the conclusion of the executive session, the Board adjourned.

  
Eric Dewis  
Chair

  
Henry Kayes, Jr.  
Secretary