



Shepherd University Assembly Agenda

Monday, September 13, 2021

4:10-5:45 p.m. Face-to-Face and Electronic Meeting (see below)

<https://us02web.zoom.us/j/88078317921?pwd=QnlKWXSROIOS2M1SzJyRTNzYkYrZz09>

- I. **Call to Order** Call to Order – Moderator, Parliamentarian Lovelace in lieu of Professor Benefiel
- II. **Approval of Minutes of the Spring Assembly Meeting** – See Minutes at <https://www.shepherd.edu/assembly/assembly-minutes>.
- III. **President’s Report** – Dr. Mary J.C. Hendrix
- IV. **Brief 5-minutes Summary Reports to the Assembly with Questions** – See written reports below.
 - A. **Advisory Council of Faculty—Dr. Guirguis**

“The Advisory Council of Faculty (ACF) held its annual July retreat over Zoom. There were two main items on the agenda: the global initiative proposal and the ACF's legislative issues for the 2021-22 academic year. As previously reported, the **ACF wants to advocate for a globalization bill** that would, among other things, assist higher education institutions in their recruitment and retention of international students. Special guests Clark Egnor, the HEPC's Coordinator of International Programs, and Matt Turner, the HEPC's Executive Vice Chancellor for Administration, joined the retreat to participate in the further discussion of this matter. It was suggested and agreed that the proposal should be presented to legislators as a "global talent initiative" rather than a "globalization bill," consistent with the fact that it aims not only to attract international students to West Virginia, but also to keep talented young people in the state after graduation, especially in STEM (Science, Technology, Engineering and Mathematics) fields. The demographic downturn in West Virginia and the cumulative effects of COVID-19 on university finances and enrollment rates are factors that add to the importance of this initiative.

In addition, the ACF developed the following legislative goals, which were endorsed by the Faculty Senate on August 30, 2021:

1. Ensure that higher education is funded to develop the educated workforce needed to grow the state economy.
2. Support an initiative to recruit and retain global talent in West Virginia.
3. Ensure that the changing employee healthcare needs are effectively and continually met.
4. Ensure transparent and fair employment practices by strengthening due process protections, enhancing shared governance, and preserving tenure and academic freedom.
5. Support the improvement of the state's broadband coverage.
6. Ensure institutions of higher education are able to regulate the safety and security of their campuses.”

B. Faculty Senate –Dr. Heidi Hanrahan

“Senate Report for Fall Assembly

- The Senate had its first meeting of the semester on Monday, August 30.
- We elected officers, chairs, and committee representatives. A full list of those positions can be found on the Senate website. <https://www.shepherd.edu/senate>
- Our agenda for the upcoming year looks to be focused on work ranging from student evaluations to sponsorship of faculty from other countries to, of course, the continuing response to COVID.
- At the August 30 meeting, the Senate voted to meet via Zoom for the rest of the year, but we will revisit the topic at the semester’s end.
- Dr. Hanrahan will send out highlights after each email and approved minutes are posted on the website. As always, contact your senators for more information.”

C. Advisory Council of Classified Employees—Mary Beth Meyers No Report

D. Classified Employees Council – Cecelia Mason

“The Classified Employees Council (CEC) has met every month since April 2020 via Zoom due to COVID-19 restrictions. CEC has decided for the time being to continue meeting via Zoom. One positive side effect of hosting virtual meetings is that many more employees, including classified, non-classified, and faculty, have been able to attend and participate without leaving their offices.

1. The CEC had elections in April. The newly elected chair left the university for another job, so a new election for chair had to be run in late July/early August. **Current CEC officers are Cecelia Mason, Chair; Jayne Angle, Vice Chair; Sharon Carpenter and Theresa Smith, Secretaries; Mary Beth Myers, Representative to the West Virginia Advisory Council of Classified Employees; and Ramona Kissel, Representative to the Board of Governors.**

The most recent count shows there are 254 total full and part time staff employees—130 are classified and 124 are non-classified. There is ongoing concern that the number of classified employees continues to erode, making it more difficult to engage people in CEC while creating a growing group of employees who aren’t able to participate in or benefit from CEC programs and the representation CEC provides through the structure of shared governance. CEC has continued to offer meetings open to all employees, both staff and faculty, and thanks to participation by Dr. Hendrix, Holly Morgan Frye, Pam Stevens, and others, the meetings have served as information and discussion sessions that have helped keep the campus community up to date on issues such as COVID-19 policies, enrollment news, and budget issues.

2. The CEC is updated its bylaws (constitution) to reflect changes in the way elections and meeting are being held. Elections are now done electronically and meetings have been virtual for more than a year.

3. CEC awarded three scholarships totaling \$3,500 to three students who are children of current classified employees. Two students received \$1,000 each and the third student received \$1,500 each. Scholarships amounts are determined by need.

4. The Staff Development Committee received wonderful news from Dr. Hendrix and Pam Stevens after the August meeting when a discussion took place about how much the staff development fund has dwindled in recent years as budgets have been cut. Dr. Hendrix has

infused the fund with additional money that will allow CEC to help more staff who are enrolled in classes with reimbursements for educational materials such as textbooks and class fees. More than half the budget is earmarked for classified employees who are not currently enrolled in university classes so they can be reimbursed for expenses for professional development opportunities such as seminars, workshops, and certifications. CEC encourages all classified staff who are interested in taking part in continuing education, training, and college classes, to visit the [Classified Staff Development webpage](#) to learn more.”

E. **Student Life Council – Rachael Meads** No Report until Spring.

V. Update on HLC – Dr. Best

VI. Strategic Plan Update – Drs. Kendig and Broomall

VII. Adjournment – Dr. Lovelace