

SHEPHERD UNIVERSITY BOARD OF GOVERNORS

MINUTES OF THE MEETING OF SEPTEMBER 15, 2022

The Shepherd University Board of Governors met on September 15, 2022, in a regular meeting. Members participating were: David Avella, Gat Caperton, Jim Cherry, Cameron Colwell, Ramona Kissel, Eric Lewis, Susan Mentzer-Blair (audio feed), Timothy Nixon, Austin Slater, Jr., and Karl Wolf. Also present were Shepherd University President Mary J.C. Hendrix, members of the executive leadership team and others. Board members Henry Kayes, Jr. and Jonathan Mason were absent from the meeting.

1. PUBLIC COMMENTS

No public comments were made.

2. CONSENT AGENDA ITEMS

M (Slater), S (Avella), PASSED, all members participating by audio feed 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 June 16, 2022,
as presented in the Agenda materials of September 15, 2022.

3. 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. Dr. Hendrix thanked Mr. Slater for leading review of the University's financial commitments as to the Conrad Shindler House and the Contemporary American Theater Festival (CATF). She then passed amongst the members a program from the inaugural Stubblefield Institute Civility Awards event, which took place on September 13 in D.C. Dr. Hendrix provided the Board with a copy of institutional goals for 2022-2023 as well the President's Club 2022 Impact Report.

4. INSTITUTIONAL ACCREDITATIONS UPDATE 2021-2022

Dr. Jason Best, Assistant Provost for Institutional Effectiveness and Academic Strategic Partnerships, and Shepherd's Higher Learning Commission (HLC) Accreditation Liaison Officer provided the Board with the Institutional Accreditations Update for 2021-2022, highlighted with the institutional re-accreditation by HLC.

5. **ACADEMIC AFFAIRS UPDATE**

Dr. Stephen Spencer, Provost and Vice President for Academic Affairs, provided the Board with the Academic Affairs Update. President Hendrix asked Dr. Spencer for an update on institutional review of academic program effectiveness. Dr. Spencer noted that the West Virginia Higher Education Policy Commissions new Program Review procedures are focused on external demand, learning, program outcomes, and program costs, but implementation guidance is still pending. For Shepherd's internal review of efficiencies and effectiveness, Dr. Spencer and Dr. Ben Martz, Dean, College of Business, are working through a prototype dataset to determine how best to assess program cost.

Dr. Cherry asked how we are assessing the programs' effectiveness. Dr. Spencer said they are looking at a range of factors, including the number of majors and student credit hours taught within each discipline. He noted that they are working with Sara Maene, Director of Institutional Research, to create program data sets. Dr. Spencer said they are reviewing faculty position requests for Fall 2023 so they can prioritize allocation of position lines with the deans in the coming weeks. Mr. Slater inquired as to established models that are used successfully at other schools, and Dr. Spencer noted that several of those are under review by University staff, also. Chair Caperton noted that an Academic Affairs Committee meeting might be needed in the coming weeks to review progress.

6. **ENROLLMENT MANAGEMENT**

Dr. Kelly Hart, Vice President for Enrollment Management, provided the Board with a brief update on Enrollment Management which included an Enrollment Management Division Update, an Enrollment and Housing Update, and the Tuition and Fee Waiver Report for FY2022. Chair Caperton had Dr. Hart expand her discussion regarding Degree Works and the value it will add in our student advisement.

7. **STUDENT AFFAIRS DIVISION UPDATE**

Ms. Julia Franks, Student Affairs Chief of Staff and Director of Student Success, provided the Board with the Student Affairs Division Update.

8. **UNIVERSITY DEVELOPMENT UPDATE**

Ms. Monica Lingenfelter, Executive Vice President Shepherd University Foundation, provided the Board with the University Development Update.

Chair Caperton acknowledged with appreciation her service to Shepherd and her upcoming retirement. Chair Caperton then moved the adoption of the commemorative resolution, attached hereto, which was approved by acclamation.

9. **QUARTERLY FINANCIAL REPORT: 4TH QUARTER FY2022 (PRE-AUDIT)**

Ms. Bea Stottlemeyer, Associate Vice President for Finance/CFO, provided the Board with the Quarterly Financial Report: 4th Quarter (pre-audit).

Chair Caperton then acknowledged with appreciation the service of Pam Stevens to Shepherd and her recent retirement. Chair Caperton then moved the adoption of the commemorative resolution, attached hereto, which was approved by acclamation.

10. **FUNDING FORMULA: INSTITUTIONAL WEIGHTING**


M (Lewis), S (Slater), PASSED, all members participating by audio feed were polled, that the following resolution be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors approves the allocation of Mission Weights for the Funding Formula as presented in the Agenda materials of September 15, 2022.

11. **NEW BUSINESS**

None.

Following this discussion, the Board adjourned.


Gat Caperton
Chair


Karl Wolf
Secretary

BOARD OF GOVERNORS RESOLUTION HONORING MS. MONICA LINGENFELTER

WHEREAS, Monica Lingenfelter, who joined the Shepherd University Foundation in 1996 as Executive Vice President and as the Foundation's first full-time employee, has faithfully and loyally served the Foundation and Shepherd University and has enjoyed great success in identifying and cultivating donors in support of the University, its academic mission, and its students; and

WHEREAS, under her leadership, the Foundation has grown its student scholarship endowment to \$30 million and embarked on its first public-private funding partnership with the University to build Potomac Place residence hall; and

WHEREAS, Ms. Lingenfelter has collegially and effectively served under five Shepherd University Foundation presidents--Dr. James Moler, Jim Davis, Ray Alvarez, Mike Smith, and Chris Colbert--and numerous Foundation board members, as well as with three Shepherd University presidents--Dr. David Dunlop, Dr. Suzanne Shipley, and Dr. Mary J.C. Hendrix; and

WHEREAS, she expanded her supervisory portfolio, at the request of President Hendrix, to include alumni affairs and advancement, thereby effectively centralizing fundraising at Shepherd University; and

WHEREAS, always seeking to engage and encourage philanthropy, she developed the giving circle, WISH (Women Investing in Shepherd), which funds worthy community projects as well as compelling Shepherd projects. WISH has grown to nearly 300 members and has awarded \$869,500 in grants since its inception in 2015. Additionally, she developed two special philanthropic groups--the Scarborough Society, which supports the Scarborough Library, and the President's Club, which supports initiatives selected by Shepherd's president; and

WHEREAS, joining forces with the Office of University Communications, she elevated and expanded donor recognition at Shepherd with a new annual publication, the President's Report and Annual Honor Roll of Donors, which honors and recognizes donors while at the same time tells the Shepherd story to alumni, donors, and friends of the University; and

WHEREAS, she has successfully led the initial celebrations of Shepherd's 150th Anniversary;

THEREFORE, BE IT RESOLVED, THAT the Shepherd University Board of Governors honors Executive Vice President Monica Lingenfelter for her record of exemplary service to the University and to the Board of Governors, and expresses to her the gratitude and enduring appreciation of the Board and the entire University community; and

FURTHER, BE IT RESOLVED, THAT this resolution be inscribed upon the minutes of the September 15, 2022, Board of Governors' meeting and that a copy of the resolution be presented to Ms. Lingenfelter.

BOARD OF GOVERNORS RESOLUTION HONORING MS. PAM STEVENS

WHEREAS, Pam Stevens has served Shepherd University since July 2016, first in the capacity of Director of Finance, next as Interim Vice President for Finance, then as Vice President for Finance and Chief Financial Officer, and subsequently as its Vice President for Finance and Administration; and

WHEREAS, Ms. Stevens has worked meticulously and with an unwavering commitment to integrity in preserving and enhancing the financial health and stability of the University through improved cash handling procedures and policies, deposits protocols, and a transparent and structured budgeting process; and

WHEREAS, she has led complex financing initiatives at Shepherd to success, including capital lease financing for athletics fields and HVAC/lighting upgrades to dramatically improve energy efficiencies across campus; and

WHEREAS, Vice President Stevens coordinated with Board leadership and with finance and facilities staff to develop effective strategies in improving institutional contractual relationships with vendors, reducing expenditures and achieving economies of scale which significantly improved the University's cash position; and

WHEREAS, she has provided vision and perseverance in exploring and implementing the goal of enhancing the East Loop area of the campus, resulting in two Congressionally Directed Spending earmarks which can be used to achieve a dramatic improvement in the visual presentation of the campus; and

WHEREAS, she has led the Finance Office during the especially challenging period of the pandemic, which has included the fully successful administration of more than \$15 million in federal emergency relief funds; and

WHEREAS, in spite of so many challenges presented, Ms. Stevens led the fiscal management of the University to an improved Net Position in FY2021, for the first time in seven years; and

WHEREAS, throughout her entire period with Shepherd, Ms. Stevens steadily shared grace and warmth to her colleagues and consistently promoted the importance of enhancing the student experience.

THEREFORE, BE IT RESOLVED, THAT the Shepherd University Board of Governors honors Vice President for Finance and Administration Pam Stevens for her record of exemplary service to the University and to the Board of Governors, and expresses to her the gratitude and enduring appreciation of the Board and the entire University community; and

FURTHER, BE IT RESOLVED, THAT this resolution be inscribed upon the minutes of the September 15, 2022, Board of Governors' meeting and that a copy of the resolution be presented to Ms. Stevens.