



Shepherd University Assembly Agenda
Tuesday, September 6, 2022
4:10-5:05 p.m. Erma Ora Byrd 117 (No Reception)

- I. **Call to Order** – Moderator Dr. Larry Daily called the meeting to order and welcomed all to the new academic year, 2022-23.

- II. **Approval of Minutes of the Spring Assembly Meeting** – See April 11, 2022 Minutes at <https://www.shepherd.edu/assembly/assembly-minutes>. **MVP Dr. Jason Best, Dr. Daily.**

- III. **President’s Report – Dr. Mary J.C. Hendrix**

New Faculty and Staff: President Mary J.C. Hendrix spoke about the many extraordinary accomplishments of faculty and staff. She welcomed especially **Dr. Stephen Spenser**, new Shepherd Provost, touting his work in assessment and wealth of experience. Dr. Spenser introduced the new faculty. **Dr. Marie Dewalt** introduced the new staff to Assembly. See the President’s PowerPoint and Report posted at Assembly website for names and faces of 14 new faculty and the new staff additions.

Enrollment Management: Dr. Kelly Hart presented the enrollment report, with the welcomed news of a total enrollment of 3,162 students, 10% higher than last year. Dr. Hart thanked **Joey Dagg**, faculty, and staff who helped with technology, open house and other projects. This fall Shepherd welcomed the largest class since 2018. We are up 32% in applications, 14% up in net deposits, with a 23% increase in first year students. This increase includes 65% in-state and 35% out-of-state students from 8 countries including Australia, Cameroon, Gambia, Germany, Liberia, Mexico, Nepal and Thailand. Forty-six percent of the student population are living in dorms and campus housing. Dr. Hart thanked **Barbara Kandalis** for managing dual enrollment, up this new academic year 41%.

In terms of **Marketing and Recruiting**, Dr. Hart credited **Dana Costa’s and Heidi Schlag’s staff** for their work in marketing and recruitment. She noted that the revised mission, vision and core values are essential in the marketing and branding of the University. We are still partnering with 3E Enrollment Marketing group, and plans are in place for cutting edge technology as we market full steam ahead. Our fall 2023 target has been raised to a 930 total, and we are confident that this goal can be reached, reported Dr. Hart.

FY 2023 Budget and Appropriations Update: Dr. Hendrix presented the budget report in lieu of **Bea Stottlemyer**, working on the audit, noting that 3 million for CMTA is set aside for upgrades and not included in the numbers. The financial situation is sound, with a conservative budget in place and

cash reserves on hand. Dr. Hendrix noted that the State reinstated the FY 2022 appropriation reduction of \$190,257, for a total baseline budget of \$12,683,829. The FY2023 appropriation includes a \$343,001 increase for funding the proposed salary increase, with Shepherd's BOG approving a \$1000 increase for employees. Nonetheless, President Hendrix has proposed a plan for salary increases based on revenue associated with increased student enrollment. The goal is to devote \$1.75 million investment to reach a CUPA median target. Likewise important is the \$15 minimum hourly wage for employees at Shepherd, a minimum salary wage that will make Shepherd more competitive at a cost of \$112,600.

Accomplishments for 2022: The **Classroom Technology Upgrade** project is singularly important. **Deans Martz, Warburton, and Joey Dagg**, as well as others have been working on upgrading 17 instructional classrooms and technology in them. Another challenge is expanding the **Student Success and Wellness Centers**. Included in this effort is the expansion of counseling services in **The Well** located in Gardiner Hall to address student needs after two years of Covid. A special committee is looking at **Salary Compression** for those who have been here for some years, with data gathering in place for salary adjustment. The next few years will be crucial for a number of upgrades to make facilities more congenial at Shepherd. This plan includes utilizing profit from vending machines, with Shepherd in the future keeping proceeds rather than sending them to Charleston. Legislative plans are moving forward for **enhancement of accessibility technology services, campus security upgrades, dual enrollment hub sites, the East Loop Project, and broadband upgrades**. Shepherd has requested funding for **Agricultural Innovation Center Small Business Incubator** (\$1,422,000), **Chemistry Department revitalization and equipment** (\$609,000), **Teacher Professional Development** programs (\$657,000) and **Curriculum Development** (\$20,000). With assistance from **Senator Shelley Moore Capito**, these projects will move forward.

Goals for 2023 include increasing enrollment by 3%, increasing salaries and cost of living/equity adjustments, continuing to enhance facilities and infrastructure, enhancing career counseling for students, continuing assessment, campus transformation including the East Campus Loop funded by congressional appropriations, and moving forward with a **new five-year Strategic Plan** and a major fundraising campaign that coincides with a new Foundation Executive Vice President coming on board as Monica Lingenfelter retires. President Hendrix noted the extraordinary work and Foundation innovation led by Monica over the past years. Dr. Hendrix concluded with a hopeful image of students and staff gathered around the University mascot and turned over the agenda to a Strategic Plan update.

- IV. **Strategic Plan Update—Drs. Kendig and Broomall** reported on Strategic Plan and the work Strategic Plan members addressing four goals: **enhancing the Shepherd Image, the Student Experience, the Employee Experience, and the Campus Experience**. The report focused on **Reimagining the Process of Strategic Planning**—a reimagining that includes conversation with the new Provost **Dr. Stephen Spencer**, conducting open forums and transparent communication and engagement of faculty and staff.

- V. **Brief Summary Reports to the Assembly:** See written reports below.

A. **Classified Employees Council – Cecelia Mason** reported on **elections for the Classified Employees Council**. “In the past few year’s elections have been required multiple times a year since many positions have been moved from classified to non-classified and a number of employees have resigned. The current election is needed for both reasons. In the spring one employee in category 6/7 retired and another took a better paying job in the community after earning a degree from Shepherd. This is the second time CEC has run an election trying to fill category 6/7 and the second time there have been no nominations. The category 3 numbers have been in flux as well, with the current vacancy due to the representative taking a better paying job in the region. One person has been nominated for category 3 and if that person accepts, we will fill the position. A new ACCE representative is needed because the person who had that position was moved into a non-classified position in the last six months. We took nominations for ACCE rep in the spring, and no one was nominated. **Jayne Angle** volunteered to be a proxy to ACCE until the position can be filled and CEC accepted her offer. Currently, three classified staff are nominated and two have confirmed they will run. Once all the nominees are confirmed, we will ask classified staff to vote for a new ACCE rep. In running this election, we were sent an Excel spreadsheet with 105 classified staff names on it. That is about 29 fewer named than were on the spreadsheet used for the spring elections. CEC continues to have monthly virtual meetings that are open to all employees, both faculty and staff. You are invited to attend anytime.

• **Scholarships:** The Classified Employees Council awarded three scholarships during the 2022-2023 school year to children of classified employees who are attending Shepherd. Each student was given \$1,000 to cover either tuition or other expenses such as books, fees, and needed equipment or materials.

• **Bulb sale:** The Shepherd Classified Employees Council is sponsoring a Flower Power sale of fall bulbs to raise money for its Children’s Scholarship Fund. You can order tulips, daffodils, and many other popular fall planting bulbs! Fifty percent of your purchase will fill the coffers of the Classified Employees’ Children’s Scholarship Fund for the 2023-2024 academic year. The fund awards scholarships to children of full-time classified employees who are pursuing a degree at Shepherd. Just go to the [Flower Power Shepherd University Classified Employees Children's Scholarship Fundraiser website](#). Items will be shipped directly to your home. The goal is to raise \$1,000. As of today, \$132 has been raised. Thank you for your support!”

B. **Advisory council of Faculty—Dr. Max Guirguis:** “The ACF decided at its May meeting to reach out to key legislators to see how they can work with the group to advance the cause of higher education in West Virginia. On July 18, 2022, the ACF legislative liaison sent a letter to 13 state senators and delegates updating them on the work of the ACF and seeking their support.

“The ACF also decided to hold its annual retreat in the fall, instead of the summer, when new bills are being formulated in preparation for the 2023 legislative session.

“The ACF has not yet taken a position on a proposed November ballot measure known as ‘Amendment Two,’ which is aimed at exempting personal property used for business activity from property taxes. Some ACF members have raised a concern that, if passed, it could result in diverting funds away from higher education to backfill the lost revenue. Many county

commissioners have also voiced concerns regarding the proposal, but proponents are hopeful that the tax incentives will bring more business to the state.”

C. Faculty Senate –Dr. Heidi Hanrahan encouraged faculty to be involved with Senate initiatives and respond to requests for input. Her report follows: “The Faculty Senate looks ahead to a busy and productive year. Our tasks will include:

“Evaluation of Chairs, Directors, and Deans:

Beginning last year, Dr. Richard Stevens, Assistant Provost for Faculty Affairs, met with the Senate and a small working group to begin rethinking the process, purpose, and use of these evaluations.

- Work has progressed over the summer and models will eventually come to the Senate for discussion, possible revision, and possible endorsement.

“Promotion and Tenure Processes:

- The conversation begun last year will continue into the next academic year.
- Senators volunteered for teams working on specific pairs of issues related to the process. The teams will also have wider faculty participation.
- Please pay attention to these conversations as they move forward.

“Merit Pay:

- The BOG has charged Academic Affairs with creating a model for merit pay increases. The Provost has, in turn, charged the Senate with coming up with a mechanism/instrument by December 1.
- These conversations are in the early stages, but please pay attention as they move forward—which will happen quickly.

“Hybrid Courses:

- The Provost will charge the Senate with coming up with processes to make expectations regarding hybrid courses more transparent for students and possibly establish thresholds for in-person vs. online percentages.

As always, please consult the Senate Highlights emails and regularly communicate with your senator if you have questions or concerns. In this time of great challenges in higher education, a vibrant, engaged, and active Faculty Senate—fully representing their constituencies—is vital.”

D. Student Life Council 2021-22 Updates – Rachael Meads, No Report

E. Advisory Council of Classified Employees – Jayne Angle noted the following: “The current priorities of ACCE for the fiscal year of 2022-2023 include:

1. Market Study

HEPC maintains the classification and compensation system. Any institution using this system of pay grade and pay needs updated as the markets of our salary changes.

- This is to be completed by a credible external agency by the HEPC every five years. This was to be completed by the end of the 2022 fiscal year. Currently it has been delayed with the HEPC committing to completion of December 2022. WV State code recommends that the HEPC is to complete a yearly internal study to evaluate whether the classification and compensation system is on track. The five-year external market study is to calibrate and make any needed corrections.
- The Institution has the flexibility and freedom in identifying how employees move through their salary range. Institutions have control over starting salaries but can also use internal equity analysis and temporary upgrades (covering vacancies or covering other employees' jobs) to adjust existing employees' compensation.

2. *Shared Governance*

ACCE wants to complete a survey with classified and non-classified staff to identify barriers to shared governance and well as best practices and successful school strategies for staff shared governance. The goal is to identify areas of improvement and share strategies across the state with other institutions.

3. *Committee Priorities*

Legislative Advocacy

- ACCE will advocate for higher education, and Higher Education staff with State Legislators.
- Safeguard funding for Higher Education – advocate for investment for Higher Education – Keeping tuition and fees affordable. Addressing deferred maintenance, Investing in salaries and benefits, Permanent funding for PEIA
- Broadband and Infrastructure

Student advocacy

- Exploring the ever-changing needs of our student body.

Employee Benefits

- Awareness of any potential concerns of WV institutions.

4. *Continued Efforts:*

Prioritizing ways to bridge classified and non-classified staff. The non-classified numbers are increasing without representation and losing protection. This may affect staff shared governance within the institution, with representation on boards and other committees. Please visit and browse the ACCE [website](#) to see contact information for the members from across the state. The site provides past meeting minutes and upcoming agendas as well.

Please send **Jayne Angle** at jangle@shepherd.edu any questions or concerns to present to ACCE at the next meeting September 19, 2022.”

II. Adjournment – Assembly Moderator Larry Daily dismissed the Shepherd University Assembly at 5:05 p.m., there being no further business.