

## **SHEPHERD UNIVERSITY BOARD OF GOVERNORS**

### **MINUTES OF THE MEETING OF JUNE 8, 2023**

The Shepherd University Board of Governors met on June 8, 2023, for the annual meeting. Members participating were: David Avella, Gat Caperton, Jim Cherry, Cameron Colwell, Ramona Kissel, Eric Lewis, Jonathan Mason (audio feed), Susan Mentzer-Blair, 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 member Henry Kayes, Jr. was absent from the meeting.

**1. PUBLIC COMMENTS**

No public comments were made.

**2. CONSENT AGENDA ITEMS**

**M (Wolf), 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 April 20, 2023;
- 2) The Athletic Program Philosophy; and
- 3) The Amendment of Policy 19, Appendix A, *Faculty Personnel Policies*; each as presented in the Agenda materials of June 8, 2023.

**3. PRESIDENT'S REPORT**

President Hendrix thanked everyone for attending and introduced Dr. Juline Mills, who is the Interim Provost and Founding Dean of the College of Education, Health and Human Services at Westfield State University. Dr. Mills has successfully addressed – at her institution, many of the academic issues we face at Shepherd and has offered valuable suggestions that we will collectively have the opportunity to consider. Dr. Hendrix congratulated Emily Samide as being named the new Director for the Office of Sponsored Programs, Dr. Mailey on the \$273,000 grant from the Higher Education Policy Commission, Nursing Workforce Expansion *The FUTURE of YOU: Be a NURSE ii*, and Dr. Jarda Flidr, Dr. Ben Martz, and Mr. Joey Dagg for receiving the National Science Foundation, Campus Cyberinfrastructure grant. In addition, President Hendrix reviewed highlights of the ongoing initiatives for advancing Shepherd from among the comprehensive list provided in the President's Report.

**4. EXECUTIVE SESSION**

**M (Cherry), S (Colwell), PASSED**, all members participating by audio feed were polled, that pursuant to Section 4 of Article 9A of Chapter 6 of the WV Code, that the Board enter into executive session for the purpose of discussion of matters relating to personnel matters as to one or more specific employees of the University and matters that would be an invasion of privacy if publicly discussed, and to discuss confidential legal matters.

Following this discussion, the Board returned to regular session.

5. **FACULTY SENATE ANNUAL REPORT**

Dr. Heidi Hanrahan, President of the Faculty Senate and Professor of English, presented to the Board the Faculty Senate Annual Report. Dr. Hanrahan shared a heartfelt message with the Board regarding the Senates efforts this past year, noting the increased challenges faculty have worked to overcome, how amazing their Shepherd colleagues are, and, on behalf of the Faculty Senate, thanked the Board for their generous service to the University. Member Slater stated how he admires Dr. Hanrahan and said we are fortunate to have her on our team.

6. **ATHLETICS ANNUAL REPORT**

Mr. Chauncey Winbush, Vice President for Athletics, reviewed with the Board the Athletics Annual Report. Lewis noted 350 student athletes' make up a large component of Shepherd's student population. Chair Caperton thanked Mr. Winbush for his report.

7. **ACADEMIC AFFAIRS UPDATE**

Dr. Robert Tudor, Interim Provost and Vice President for Academic Affairs, provided the Board with the Academic Affairs Update. Dr. Tudor shared his goals for FY2024. President Hendrix asked him to comment on the Institute for Management, and Leadership in Education Program he would be attending at Harvard later this month. Chair Caperton thanked Dr. Tudor for his work, leadership, and for stepping into this important role.

8. **ENROLLMENT MANAGEMENT DIVISION REPORT**

Dr. Kelly Hart, Vice President for Enrollment Management, provided the Board the Enrollment Management Division Update.

9. **STUDENT AFFAIRS DIVISION UPDATE**

Ms. Melanie Ford, Principal Systems Analyst, and Mr. Jacob Mellow, Dean of Students, provided the Board with the Student Affairs Division Update. Member Slater asked if there were issues with COVID-impacted high school graduates matriculating and if they are academically prepared for college. Mr. Mellow noted they did see some students who required assistance, but stated we have a good mix of staff who are prepared to assist. Ms. Ford noted students are informing the staff at an earlier period than previously done if support is needed. Vice Chair Cherry asked how we are tracking freshman into next year, and wondered how Shepherd monitors their trending. Ms. Ford noted a Student Strengths Inventory is used for student assessment.

10. **UNIVERSITY DEVELOPMENT UPDATE**

Mr. James Taylor, Executive Vice President for Shepherd University Foundation, provided the Board the University Development Update. President Hendrix noted the University is excited to work with him on the Comprehensive Campaign. Member Lewis asked what percentage of our alum give something, even only \$1.00 per year, and it was noted less than 10%. Member Avella asked about staff levels in the Foundation, and Mr. Taylor noted they currently have three professional fundraisers.

11. **FINANCE AND ADMINISTRATION UPDATE**

Dr. Scott Barton, Vice President for Finance and Administration, reviewed with the Board the FY2023 Capital Projects Annual Report. President Hendrix noted Dr. Jennifer Flora, Director of the Wellness Center, informed her that our membership has grown to more than 1,500 members. Dr. Barton provided the Board with the Quarterly Financial Report: 3<sup>rd</sup> Quarter FY2023.

12. **PROPOSED FY2024 ANNUAL BUDGET**

Chair Caperton noted that the Finance Committee had discussed the proposed Annual Budget in detail and will hold monthly meetings during the summer. The Chair noted the consensus of the Board that the University staff will need to work steadily to create an improved structural financial position, to ensure that the conclusion of 2024 fiscal year will be at least \$3 million better than as presented in the proposed budget. President Hendrix asked about the variance in Days Cash on Hand from what was presented at the Spring Assembly in April, and Dr. Barton noted CMTA and CARES funding sat in Days Cash on Hand.

**M (Slater), S (Mentzer-Blair), 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 FY2024 Annual Budget as presented in the agenda materials of June 8, 2023.

13. **INSTITUTIONAL SALARY INCREASES**

Mr. Alan Perdue, General Counsel, reviewed with the Board the Institutional Salary Increases. Member Lewis noted our local Legislators and Senators worked hard for Shepherd and the other West Virginia Schools noting that without Householder, Barrett, Espinosa, and Rucker going to bat for us we would not have the appropriations. Chair Caperton thanked member Lewis for his work on this as well.

**M (Avella), S (Wolfe), 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 adoption of the Institutional Salary Increases initiative as described in the agenda book of June 8, 2023, to be effective July 1, 2023, or as soon thereafter as may be effectively administered in the State payroll systems.

14. **PROPOSED FY2024 CAPITAL INITIATIVES**

**M (Lewis), S (Cherry), 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 *HVAC Systems/Buildings Controls Systems/Electrical Upgrades* prospectus and project budget for Byrd Science and Technology Center, Snyder Hall, CCA, Shipley Wellness Center, Dining Hall, and Student Center and authorizes the University President to proceed with the project, all as described in this June 8, 2023, Agenda Item.

**M (Cherry), S (Mason), 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 *Mechanical, Electrical And Plumbing Upgrades/ Replenishments Project* prospectus and project budget for Shaw Hall, Thacher Hall, Burkhart Hall, Moler Hall, Yost Hall, Boteler Hall, Martin Hall, and Lurry Hall and authorizes the University President to proceed with the project, all as described in this June 8, 2023, Agenda Item.

**M (Wolf), S (Cherry), 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 *Roof And Gutters Replacements And Masonry Replenishments Project* prospectus and project budget for White Hall, McMurrin Hall, Reynolds Hall, Human Resources Building, Facilities Building, CCA, and Popodicon and authorizes the University President to proceed with the project, all as described in this June 8, 2023, Agenda Item.

**M (Mason), S (Lewis), 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 *Theater/ Classrooms Lighting And Electrical Upgrades Project* prospectus and project budget for Frank Center, White Hall, Knutti Hall, and Stutzman-Slonaker Hall and authorizes the University President to proceed with the project, all as described in this June 8, 2023, Agenda Item.

**M (Wolf), S (Nixon), 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 *Sidewalks and Street Repairs Project* prospectus and project budget for King Street and adjacent sidewalks and authorizes the University President to proceed with the project, all as described in this June 8, 2023, Agenda Item.

**M (Colwell), S (Wolf), 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 *Information Technology Infrastructure* prospectus and project budget and authorizes the University President to proceed with the project, all as described in this June 8, 2023, Agenda Item.

**15. FY2025 CAPITAL FUNDING PRIORITIES**

**M (Wolf), S (Mentzer-Blair), 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 FY2025 Capital Funding Priorities as described in the agenda book of June 8, 2023.

**16. ELECTION OF OFFICERS FOR 2023-2024**

The Nominating Committee, by and through its Chair, submitted a slate of Mr. Caperton as Chair, Dr. Cherry as Vice Chair, and Mr. Wolf as Secretary. There were no other nominations. These officers were elected, unanimously.

**17. ELECTION OF AUDIT AND NOMINATING COMMITTEES**

Mr. Caperton nominated Mr. Mason as Chair of the Audit Committee, and Mr. Slater and Mr. Lewis for its membership, pursuant to the Bylaws. The Audit Committee members for 2023-2024 were accepted by acclamation.

The Nominating Committee then nominated, by and through its chair, a slate of Mr. Avella, Dr. Cherry, and Susan Mentzer-Blair. **M (Kissel), S (Wolf), PASSED**, all members participating by audio feed were polled, to close nominations, the slate was then Elected.

**18. PROPOSED MEETING SCHEDULE FOR 2023-2024**

Chair Caperton reviewed the proposed meeting schedule for 2023-2024, as published in the agenda book, with the Board.

**19. NEW BUSINESS**

The following special resolutions for adoption by the Board were moved by Mr. Caperton and approved by acclamation:

**BOARD OF GOVERNORS RESOLUTION  
HONORING  
MS. RAMONA KISSEL**

WHEREAS, Ms. Ramona Kissel has served Shepherd University with distinction from 2015 to 2023 as the elected Classified Employees Council Representative to the Board of Governors; and

WHEREAS, Ms. Kissel has been an effective voice for Shepherd's classified employees, bringing their collective insights and concerns to the attention of the Board; and

WHEREAS, her faithful attendance to meetings of the Board provided Ms. Kissel the ability to deliver reliable and direct reporting regarding the work of the Board to the classified staff; and

WHEREAS, as a member of the Board's Enrollment, Student, and Community Affairs Committee, Ms. Kissel provided a unique perspective and made consistent and informed contributions on both personnel and academic matters arising at the University;

WHEREAS, during both challenging times and celebratory moments, Ms. Kissel helped the entire board maintain a light and collegial atmosphere;

THEREFORE, BE IT RESOLVED, THAT the Shepherd University Board of Governors honors Ms. Ramona Kissel for her record of strong leadership, expresses to her its sincere gratitude and admiration, and celebrates the milestone of her retirement; and

FURTHER, BE IT RESOLVED, THAT this resolution be inscribed upon the minutes of the June 8, 2023, Board of Governors meeting and that a copy of the resolution be presented to Ms. Kissel.

**BOARD OF GOVERNORS RESOLUTION  
HONORING  
MR. ERIC LEWIS**

WHEREAS, Mr. Eric J. Lewis, Shepherd University class of 1995, has served Shepherd University with distinction as a member of the Shepherd University Board of Governors from 2016 to 2023; and

WHEREAS, during much of his tenure on the Board, Mr. Lewis served as a member of the Executive Committee as an officer of the Board, and frequently participated actively in the University's strategic planning and initiatives to enhance the commitment to excellence as a public liberal arts university; and

WHEREAS, Mr. Lewis served as Board Chair, presiding in that capacity from 2018 to 2022, and in doing so accepted the burden of responsibility during periods of critical transitions; and

WHEREAS, through his enthusiasm for athletics, Mr. Lewis has generously given of his time, talents, and resources in support of Shepherd athletics special initiatives; and

WHEREAS, Mr. Lewis currently serves as an emeritus member of the Shepherd University Athletic Club (SUAC) and a member of the Shepherd Entrepreneurship and Research Corporation (SERC). Lewis previously served on the Shepherd University Alumni Association Board of Directors, and the Shepherd University Foundation Board of Directors and has been an ever-helpful resource in new initiatives; and

WHEREAS, Mr. Lewis has been an invaluable resource in outreach to new opportunities in engagement with federal agencies and grants, as well as in intergovernmental relations with the State Capital; and

WHEREAS, Shepherd deeply appreciates the charitable commitments by Mr. Lewis and his family in funding the Dave Lewis Memorial Shepherd Football Offensive Line Scholarship in support of a non-transfer member of the Shepherd Football Team in the position of offensive lineman; and

THEREFORE, BE IT RESOLVED, THAT the Shepherd University Board of Governors honors Mr. Eric J. Lewis for his record of strong leadership, expresses to him its sincere gratitude and admiration, and looks forward to his continued contributions to the University in other venues; and

FURTHER, BE IT RESOLVED, THAT this resolution be inscribed upon the minutes of the June 8, 2023, Board of Governors meeting and that a copy of the resolution be presented to Mr. Lewis.

**BOARD OF GOVERNORS RESOLUTION  
HONORING  
DR. TIMOTHY NIXON**

WHEREAS, Dr. Timothy Nixon has served with great distinction as the elected Faculty Representative to the Shepherd University Board of Governors from July 2021 to June 2023; and

WHEREAS, Dr. Nixon has contributed wise academic judgment to the deliberations of the Board, bringing to the forefront the faculty perspective while always maintaining a comprehensive perspective on the advancement of the University as a whole; and

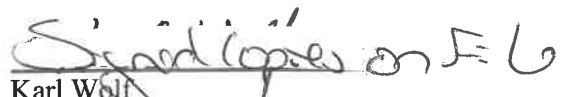
WHEREAS, Dr. Nixon has been a consistent and heartfelt advocate for the continued and expanded academic excellence of the University; and

WHEREAS, Dr. Nixon has contributed to the governance of Shepherd University in this capacity while continuing to also serve with distinction as a Professor in the Department of English and Modern Languages, as a teacher who inspires learning and enhances the student experience, as a literary scholar, and as a published author; and

THEREFORE, BE IT RESOLVED, THAT the Shepherd University Board of Governors honors Dr. Timothy Nixon for his record of strong academic leadership, expresses to him its sincere gratitude and admiration; and

FURTHER, BE IT RESOLVED, THAT this resolution be inscribed upon the minutes of the June 8, 2023, Board of Governors meeting and that a copy of the resolution be presented to Dr. Nixon.

  
Gat Caperton  
Chair

  
Karl Wolf  
Secretary