

Shepherd College Board of Governors

Minutes of the Meeting of December 11, 2003

The Shepherd College Board of Governors met on December 11, 2003, at the Community and Technical College of Shepherd, Martinsburg, West Virginia, in a regular meeting. Members present were: Manny Arvon, Anders Henriksson, Robert McMillan, Andrew Michael, Barbara Pichot, John Sherwood, and Dan Starliper. Also present were President David Dunlop, members of the executive staff, and others.

Chair Michael convened the meeting of the Board of Governors at 2:30 p.m.

1. MINUTES OF THE MEETING OF NOVEMBER 13, 2003

M (Henriksson) S (Arvon), PASSED, that the minutes of the November 13, 2003 meeting of the Board of Governors be adopted as presented in the agenda book.

2. PRESIDENT'S REPORT

President Dunlop reported on a recent higher education conference featuring speaker Bill Massey, who talked about downsizing colleges and universities in the face of dwindling budgets. A temporary mid-year budget cut has been announced for this fiscal year, with additional permanent cuts to the base budget likely in FY05, FY06, and perhaps FY07. This prediction was made by Governor Wise, who also spoke to the higher education group.

At its recent meeting, the Higher Education Policy Commission approved Shepherd's request for university status. The 2004 West Virginia Legislature will consider Shepherd's request for a name change along with that of West Virginia State College, Fairmont State College, and Concord College.

The Policy Commission also approved the transfer of ownership of campus property from the HEPC to the Board of Governors of Shepherd College, and the President reported that deeds are being prepared for Chancellor Mullen to sign to complete this transfer.

Dr. Dunlop detailed a memo that he has sent to Chancellor Mullen regarding the questionable practices of the leadership of the University of Fairfax, which is seeking accreditation in West Virginia. The Policy Commission has approved the University of Fairfax to operate in Charles Town, and Dr. Dunlop is asking that the decision be reconsidered in light of new information that has emerged. The President shared that he is planning to meet with Chancellor James P. Etter of the American Public University System, which is another private out-of-state school that has been approved by the Policy Commission to operate in

Charles Town, regarding mutually beneficial interactions. The American Public University System does appear to be a legitimate institution and enrolls several thousand students nationwide, mostly through distance education.

Dr. Dunlop announced that the campus Budget Advisory Group would meet on Friday, December 12, to strategize on how to approach the mid-year 1.5 % budget cut. This breaks down to approximately \$30,000 for the CTC and \$125,000 for the four-year institution.

Dr. Dunlop concluded by suggesting a dialogue with area legislators, Board members, and executive staff members prior to the beginning of the January 2004 legislative session in order to promote the priorities of Shepherd College. The President's Office will initiate the scheduling of these small group visits as soon as possible.

3. PROVOST'S REPORT

Dr. Checkovich welcomed everyone to the 34,000 square foot Community and Technical College facility, which was renovated with funds provided by the Berkeley County Commission and Martinsburg City Council.

Dr. Checkovich shared that grants of \$54,900 and \$80,000 have been received for nursing and distribution/warehousing programming, respectively. Additionally, the Provost announced a \$100,000 federal appropriation awarded to the CTC for a chemistry lab. Also noted was Berkeley County's Public Works request for coursework to be developed for Class 1, 2, and 3 operator's licenses to be funded by a grant.

4. REVIEW OF BOARD OF GOVERNORS BYLAWS

M (Sherwood) S (McMillan), PASSED, that the following resolution be adopted by the Board:

RESOLVED, That the Shepherd College Board of Governors approves the revised Article Eight of the Bylaws of the Shepherd College Board of Governors, as presented in the agenda book and with the following sentence added at the end of Article 8, paragraph 2:

The Board Chair may limit the number of speakers on a given topic.

5. FINANCIAL BENCHMARK RATIOS

Mr. Magee presented comparative financial data for FY03 and FY02 consistent with the Finance and Personnel Committee's discussions on data submissions.

6. NEW BUSINESS

- a. At Dr. Starliper's request, the Board discussed a possible process that the Board could follow during its routine annual presidential assessments. Dr. Starliper requested that he and Dr. Henriksson be permitted to meet with the Board's Executive Committee as a part of the process. Additionally, it was suggested that an email address be publicized to receive comments from faculty, staff, and students on the President's performance and that these comments would become the property of the Board Chair. Chair Michael pointed out that no anonymous comments would be considered. Mr. Michael offered that the Executive Committee of the Board would take the responsibility for drafting an annual/quadrennial presidential assessment policy to bring back to the Board of Governors.

- b. Ms. Pichot reported that the Board's Strategic Planning Committee has met three times to organize, review the fundraising consultant's report, and clarify its mission. The committee meets on the first Wednesday of each month at 5:00 pm in the President's Office.

There being no further business, the meeting was adjourned.

Signed

Andrew D. Michael
Chair

Signed

Manny P. Arvon, II
Secretary