

# SHEPHERD COLLEGE BOARD OF GOVERNORS

## Minutes of the Meeting of March 14, 2002

The Shepherd College Board of Governors met on March 14, 2002, at the Cumberland Room, College Center, Shepherd College, Shepherdstown, West Virginia at 4:00 p.m. in a regular meeting. Members present were: Manny Arvon, Robert McMillan, Andrew Michael, Mason Noland, Chair Barbara Pichot, Brent Robinson, John Sherwood, and Dan Starliper. Also present were President David Dunlop, members of the Executive Staff, and others.

The Chair convened the meeting of the Board of Governors at 4:00 p.m.

1. MINUTES OF THE MEETING OF JANUARY 10, 2002.

**M (Michael), S (Arvon), PASSED**, that the minutes of the meeting of January 10, 2002 be approved as presented in the agenda book.

2. PRESIDENT'S REPORT.

The President reported that the North Central Association visit had proceeded very positively and that the College felt very gratified by the exit report from the team. Dr. Dunlop distributed a review of progress made and activities of the College relating to issues of diversity. The members were updated on the anticipated review of the proposed graduate program in Education by the Policy Commission at its April meeting. President Dunlop advised the members that no State higher education capital bonding program was passed by the Legislature, but efforts are being made to salvage the anticipated schedule for the Frank Center addition. Dr. Dunlop also briefed members on the statewide capital debt distribution policy discussions, which remain unresolved.

3. RESOLUTION ON NORTH CENTRAL ASSOCIATION VISIT.

By acclamation, the Board approved the following resolutions of appreciation relating to the North Central Association visit:

4. LOW PRODUCTIVITY PROGRAMS.

**M (Arvon), S (Starliper), PASSED,** That the Shepherd College Board of Governors approves the retention of the AS in Fashion Merchandising, AAS in Culinary Arts, AS in Electronics Technology, AS in Safety Technology, AS in Engineering, AAS in Occupational Development, AAS in Visual Communications, and AS in Emergency Medical Services, recognizing the reasons for the small number of graduates in these degree programs and believing them to be viable programs.

5. ADOPTION OR AMENDMENT OF POLICIES.

**M (Arvon), S (Starliper), PASSED,** That the Shepherd College Board of Governors adopts *Policy 1: Adoption or Amendment of Policies* as presented in the Agenda.

6. TECHNICAL AMENDMENTS OF RULES TRANSFERRED TO THE JURISDICTION OF THE BOARD.

**M (Arvon), S (Starliper), PASSED,** That the Shepherd College Board of Governors adopts the following policies, as presented in the agenda book:

*Policy 20: Student Rights and Responsibilities;*  
*Policy 21: Student Academic Rights;*  
*Policy 22: Faculty Development.*

7. BLUE RIDGE CENTER CONTRACTS.

**M (McMillan), S (Robinson), PASSED,** That the Shepherd College Board of Governors finds that the Community and Technical College of Shepherd should continue to operate in downtown Martinsburg; and

**RESOLVED FURTHER,** That the President of Shepherd College is directed to proceed with negotiations with the Berkeley County Commission and the State Department of Administration, in consultation with the Executive Committee, to complete a new Lease Agreement with these parties; and

RESOLVED FURTHER, That the President is authorized to execute such documents as may be necessary to implement a new Lease Agreement with the Berkeley County Commission and the Department of Administration.

8. QUARTERLY FINANCIAL MANAGEMENT REPORT.

Mr. Magee presented the quarterly financial report for information purposes.

9. AMENDED AUDIT REPORT.

**M (McMillan), S Robinson, PASSED,** That the Shepherd College Board of Governors approves the amended audit report as presented with the Agenda Book.

10. TUITION AND FEES FOR FY ' 03.

**M (McMillan), S (Robinson), PASSED,** That the Shepherd College Board of Governors approves the tuition and fee schedule proposal presented at the Board meeting.

11a. ADOPTION OF POLICY 23, CAPITAL PROJECT MANAGEMENT.

**M (McMillan), S (Sherwood), PASSED,** That the Shepherd College Board of Governors adopts *Policy 23: Capital Project Management* as presented by staff.

11b. APPROVAL OF MUSIC FACILITIES ADDITION TO THE GUY AND ALICE FRANK CENTER FOR THE PERFORMING AND CREATIVE ARTS.

**M (McMillan), S (Starliper), PASSED,** That the Shepherd College Board of Governors approves the proposed addition to the west side of the Guy and Alice Frank Center for the Performing and Creative Arts and authorizes the President to manage the project to completion consistent with Policy #23, subject to the further resolutions of the Board; and

RESOLVED FURTHER, that the President shall only enter into a construction contract for the Frank Center project upon the establishment of an acceptable financing plan for the project; and

RESOLVED FURTHER, that the Board of Governors hereby delegates to and authorizes the Finance Committee to act on behalf of the Board in reviewing and approving the final financing plan for the Frank Center project.

12. EXECUTIVE SESSION.

**M (Michael), S (McMillan), PASSED**, to move into Executive Session for the purpose of reviewing honorary awards.

Following the Executive Session, there was no further business.

*Signed Copy on 5/6*  
Barbara H. Pichot,  
Chair

*Signed Copy on 5/6*  
Manny Arvon  
Secretary