

Shepherd College Board of Governors

Minutes of the Meeting of November 13, 2003

The Shepherd College Board of Governors met on November 13, 2003, in the Byrd Center for Legislative Studies, Shepherd College, Shepherdstown, West Virginia, in a regular meeting. Members present were: Lauri Bridgeforth, Robert McMillan, Barbara Pichot, John Sherwood, and Dan Starliper. Jill McKay, Andrew Michael, and Lacy Rice participated by telephone. Also present were President David Dunlop, members of the executive staff, and others.

Chair Michael convened the meeting of the Board of Governors at 4:00 p.m., following the Board's committee meetings.

1. MINUTES OF THE MEETING OF SEPTEMBER 11, AND OCTOBER 23, 2003

M (Sherwood) S (Starliper), PASSED, that the minutes of the September 11, 2003 and October 23, 2003 meetings of the Board of Governors be adopted as presented in the agenda book.

2. PRESIDENT'S REPORT

President Dunlop reported that the International Assembly for Collegiate Business Education had completed its site visit portion of the accreditation process for the School of Business and Social Sciences.

The President shared his view that considerable progress has been made in the meetings with the Berkeley and Jefferson County NAACP chapters, and that talks will continue with the Berkeley County chapter, although the Jefferson County chapter has elected not to participate in further discussions.

Dr. Dunlop told the Board that he and other presidents would meet with a representative of Governor Wise on November 14, 2003, concerning the FY05 budget. The President also mentioned that he and Ed Magee, Vice President for Administration and Finance, would attend a meeting with Delegate Mezzatesta and representatives of other institutions on November 17, 2003, to discuss tuition and fees and other issues.

President Dunlop recapped fundraising consultant Pat Schulze's report relating to the joint initiative between Shepherd College, the Foundation and Alumni Boards, and the Contemporary American Theater Festival. The President indicated that representatives from each board would serve on a task force to study the recommendations of the consultant and that a pre-campaign committee will be formed to build a donor base.

The President concluded by saying that the master planning committee was generally pleased with the campus plan provided by the architects. Public hearings are being held to ensure input from all affected parties.

3. **PROVOST'S REPORT**

Dr. Checkovich announced that the Community and Technical College's accreditation visit from North Central will be October 4-6, 2004. The Provost said that work on vision, mission, budget, and services is continuing.

The Provost reported that the CTC's Board of Advisors has met three times, and said that its next meeting would be on January 7, 2004. He mentioned that the statewide CTC Board of Advisors will meet on November 20.

4. **POLICY ON MARKETING OF CREDIT CARDS**

M (Starliper) S (Bridgeforth), roll call vote of telephone participants, all affirmative, PASSED, that the following resolution is adopted by the Board:

RESOLVED, That the Shepherd College Board of Governors adopts Policy 25, *Marketing of Credit Cards/Accounts on Campus* as presented in the agenda book.

5. **QUARTERLY FINANCIAL MANAGEMENT REPORT**

Mr. Magee presented the quarterly financial report for the period ending September 30, 2003. A representative of Deloitte & Touché responded to questions via teleconference.

6. **FACILITIES MANAGEMENT STATUS REPORT**

Mr. Magee distributed a Loss Prevention Report itemizing necessary corrections to facilities and improvements made by Shepherd College.

7. **WEST CAMPUS ROADS AND UTILITIES**

The Board's Finance and Personnel committee reviewed the development of roads and utilities in the presently undeveloped areas of the West Campus and discussed the staff's recommendation to proceed with a bonding program in two series, the first funded by a general capital fee assessment and the second funded by the rent that student residents will pay in the new Student Housing Project.

8. **DIRECT LENDING**

The Board's Academic, Student and Campus Affairs Committee discussed the possibility of Shepherd contracting with American Education Services, the West Virginia guarantee agency, to provide Federal and alternative loans for students through a private guarantor, as opposed to the Direct Loan Program. The Committee recommended that no change be made

at this time, in light of questions being asked at the national level about the integrity of some of the loan programs currently in operation.

9. ADMISSIONS POLICY

Pursuant to the Higher Education Policy Commission directive for each institutional board of governors to adopt its own admissions policy, a draft of Shepherd College's Admissions Policy was provided for the Board to review and comment on. The policy will be circulated on campus for comment, and then returned to the Board for its final approval before it becomes effective.

10. REVIEW OF BOARD OF GOVERNORS BYLAWS

The Board discussed creating opportunities for individuals to speak at its meetings. Mr. Perdue, College Counsel, was asked to draft a suggested bylaws change.

11. FUNDRAISING READINESS STUDY

Mr. Rice, a member of the Finance and Personnel Committee, discussed issues related to the fundraising readiness of the College.

12. NEW BUSINESS

Ms. Pichot shared a letter from the Higher Education Policy Commission inviting Board members to attend a teleconference of the HEPC meeting on December 5th.

13. EXECUTIVE SESSION

M (Sherwood), S (McMillan), PASSED, That the Board convene in executive session.

At the conclusion of the executive session, the Board resumed its business.

14. CRITICAL RETENTION

M (Sherwood), S (McMillan), PASSED, That the following resolution is adopted by the Board:

RESOLVED, That the Shepherd College Board of Governors approves the offering of the position of Assistant Dean for Judicial Affairs and Orientation as a non-classified critical retention position to the identified candidate; provided, that if the identified candidate declines the offer, this approval does not extend to other candidates and the college will begin a second search without identifying the position as either classified or non-classified, with the President authorized to fill the position as classified or in the alternative authorized to assemble appropriate data on the necessary cost of successfully filling the position and renewing his request for critical retention status.

There being no further business, the meeting was adjourned.

Signed

Andrew D. Michael
Chair

Signed

Manny P. Arvon, II
Secretary