

## Shepherd College Board of Governors

### Minutes of the Meeting of October 10, 2002

The Shepherd College Board of Governors met on October 10, 2002, at the Cumberland Room, College Center, Shepherd College, Shepherdstown, West Virginia, in a regular meeting. Members present were: Manny Arvon, Anders Henriksson, Bethany Knowles, Robert McMillan, Andrew Michael, 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 3:20 p.m.

1. MINUTES OF THE MEETING OF AUGUST 8, 2002.

**M (Sherwood), S (Henriksson) PASSED**, that the minutes of the August 8, 2002 meeting of the Board of Governors be approved as presented in the agenda book.

2. PRESIDENT'S REPORT

Dr. Dunlop provided details of *U. S. News and World Report* recently published rankings, which listed Shepherd College in the second of four tiers. The President outlined the potential impact on Shepherd of the Governor's projected budget cuts, estimating approximately \$226,494 for the CTC and \$1,026,807 for the four-year college. He mentioned a small storage facility that was built with private funding at the baseball field.

President Dunlop commented on the Nursing Licensure Examinations. He indicated that the first time pass rate took a dip in 1999 and 2000, but corrections were made to the curriculum, resulting in a 95% first time pass rate in 2001. The overall examination rates have consistently been at 100% for both two-year and four-year graduates.

Dr. Dunlop told the Board that a press conference had been held earlier in the day announcing an expanded role with Marshall University as a partner in graduate education, as well as Shepherd College's plans to pursue stand-alone graduate programs.

3. PROVOST'S REPORT

Dr. Pete Checkovich updated the Board regarding the Community and Technical College's upcoming move to the Dunn Building, which has been delayed approximately four months because of the necessity to re-bid the project, making May 19, 2003 the targeted moving date.

The Provost reported that since July 1, 2001, the CTC has received \$559,600 in grant money. The Policy Commission has provided funding for Independent Accreditation (\$52,700), and for the ABE outreach in Berkeley County (\$40,000). HB 3009 gave Workforce Development UAW/GM Skills Center \$120,000 for computer labs, and \$54,900 (matching money required) for second year nursing positions with Jefferson Memorial and City Hospital. The City of Martinsburg provided \$92,200 for improvements to new classroom space.

Dr. Checkovich gave an update on the progress of the Independent Accreditation process. The initial interview, BOG approval, letter of intent, and liaison appointment have been completed. The Preliminary Information Form is in progress and will take about one month to finish. The Self Study will begin in Spring 2003.

4. PRESENTATION OF PROPOSED RESIDENCE HALLS

Dr. Sharon Kipetz, VP of Student Affairs, shared statistical information regarding student housing at Shepherd College and recommended exploring the possibilities of developing new apartment style residential facilities on the West Campus.

5. CLASSIFIED EMPLOYEE SALARY STUDY

The background and legal parameters were presented for a salary policy that the Board is required to develop. Included were (1) the core statutory provisions relating classified employee compensation, including the non-binding, statutory minimum salary schedule; (2) HEPC Series 8; and (3) HEPC Salary Guidelines. Dr. Starliper discussed the basic components of the Mercer Classification System as reflected in Series 8. Chair Pichot assigned this project to the Finance Committee.

6. SPECIAL LAB FEES FOR COMMUNICATIONS COURSES

**M (Starliper), S (Henriksson) PASSED** that the Shepherd College Board of Governors approves, effective January 1, 2002, special lab fees of \$25 each for the following courses:

COMM 320	Presentations for Media
COMM 329	Sound Design
COMM 350	Single Camera Production
COMM 360	Studio Production
COMM 420	Advanced Production

7. ENROLLMENT MANAGEMENT PRESENTATION

Dr. Marie Carter, VP for Enrollment Management, presented statistical data on enrollment at Shepherd College, as well as comparisons with other institutions and data on faculty and staff.

8. SPECIAL PROJECTS FUNDING REQUESTS

**M (McMillan), S (Sherwood) PASSED** that the Shepherd College Board of Governors designates the following projects for Special Project Funding Requests for FY04:

Support for Rental of Blue Ridge Facility - \$150,000  
High Tech Classrooms - \$150,000  
Ikenberry Hall Elevator Installation - \$230,000

9. BOARD RETREAT DISCUSSION

The President suggested the proposed Board retreat focus on prioritizing the top three to five goals and objectives of the Compact. There was some discussion about selecting an individual to facilitate the meeting, and the President will pursue this issue. Saturday, January 25, 2003 was proposed as the date for the retreat (with a Thursday afternoon/evening as a possible alternative date). The Board members were asked to RSVP to the President's Office regarding their availability on January 25.

There being no further business, the meeting was adjourned.

*Signed copy on File*  
Barbara H. Pichot  
Chair

*Signed copy on File*  
Manny P. Arvon, II  
Secretary