

# Shepherd University Board of Governors

## Minutes of the Meeting of September 22, 2011

The Shepherd University Board of Governors met on September 22, 2011 in a regular meeting. Members participating were: Jason Best, Marcia Brand, Gat Caperton, Elizabeth Greer, Holly McCall, D. Scott Roach, W. Mark Rudolph, Diane Shewbridge, Veronique N. Walker (phone) and John Younis. Also present were Shepherd University President Suzanne Shipley, members of the executive staff and others. Board members Lacy I. Rice III and John Beatty were absent from the meeting.

1. **ADMINISTRATION OF OATH OF OFFICE FOR NEW BOARD MEMBERS**

The oath of office was administered by Chair Gat Caperton to Holly McCall and Elizabeth Greer, new members to the Board.

2. **PUBLIC COMMENTS**

No public comments were made.

3. **MINUTES OF THE MEETING OF JUNE 9, 2011**

**M (Brand), S (Younis), PASSED**, that the minutes of the June 9, 2011 meeting of the Board of Governors be adopted as presented at the meeting.

4. **PRESIDENT'S REPORT**

Dr. Shipley reviewed what a productive year Shepherd experienced in 2010-2011. Some of the accomplishments included a completely revised curriculum and an online catalog. She highlighted the significant number of academic hires, a list of which appears in the President's Report, and the impact that hiring had on support staff and infrastructure, from the mailroom to human resources. Dr. Shipley reported that work around accreditation, including preparations for the March Higher Learning Commission visit and the Department of Social Work campus visit, continues.

5. **INCREASE IN EMPLOYEE SALARIES**

**M (Brand), S (Roach), PASSED**, that the following resolution be adopted by the Board:

**RESOLVED**, That the Shepherd University Board of Governors approves and ratifies the base salary allocations as presented in the agenda book of September 22, 2011, to be implemented on or about October 16, 2011; and further

**RESOLVED**, That the Shepherd University Board of Governors approves an additional salary enhancement for full-time, benefits eligible employees effective coincident with the base salary increases and expiring December 31, 2011, in an amount totaling 1.5 percent of each employee's July 1, 2011 annual salary.

6. **QUARTERLY FINANCIAL REPORT**

Mr. Rick Staisloff, Acting Vice President for Administration and Finance, presented to the Board the Quarterly Financial Report for the period ending June 30, 2011.

7. **WV ROUTE 480 PEDESTRIAN UNDERPASS**

**M (Shewbridge), S (Best), PASSED**, that the following resolution be adopted by the Board:

**RESOLVED**, That the Shepherd University Board of Governors approves the WV Route 480 Underpass project and Project Budget as presented in the Agenda Book.

**RESOLVED FURTHER**, that the Shepherd University Board of Governors authorizes the University President, or other properly constituted Executive Officers of the University, to execute all such contracts or agreements as may be necessary and proper for the implementation of the WV Route 480 Underpass project, including but not limited to contracts or agreements with contractors, utility companies, contiguous land owners, the Corporation of Shepherdstown, and the WV Department of Highways.

**RESOLVED FURTHER**, that the Shepherd University Board of Governors authorizes the University President to transfer reserve funds, consistent with the provisions of Article Five of Chapter 18-B of the Code of West Virginia, as amended, to such accounts as shall be proper for the funding of expenses associated with the WV Route 480 Underpass Project, in amounts up to the Total Budget approved by the Board.

8. **TUITION AND FEE WAIVER REPORT**

Ms. Sandra Oerly-Bennett, Director of Financial Aid, presented the annual Tuition and Fee Waiver Report.

9. **REVIEW AND APPROVAL OF THE CAMPUS COMPACT**

Dr. Richard Helldobler, Vice President for Academic Affairs, presented the annual Academic Affairs Report which included the Shepherd University Campus Compact.

**M (Roach), S (Younis), PASSED**, that the following resolution be adopted by the Board:

**RESOLVED**, That the Shepherd University Board of Governors approves the Campus Compact as presented. The Board authorizes the President to submit the compact on its behalf to the West Virginia Higher Education Policy Commission.

10. **INSTITUTIONAL ACCREDITATION UPDATE**

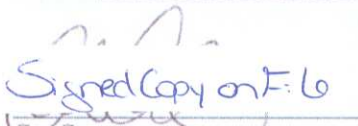
Dr. Beard, chair for the Higher Learning Commission Self-Study, joined Dr. Richard Helldobler, to discuss the Institutional Accreditation Update.


11. **NEW BUSINESS**

Chair Caperton introduced the idea of moving to an electronic version of the materials provided to the Board for its meetings. It was agreed that beginning with the November meeting, board members would simply receive the agenda book in electronic form; hard copies will be provided to those who request them.

12. **MOTION TO EXECUTIVE SESSION M (Greer), S (Shewbridge)**

13. **MOTION TO ADJOURN M (Younis), S (Shewbridge)**

  
Gar Caperton  
Chair

  
Marcia Brand  
Secretary