

Shepherd University Board of Governors

Minutes of the Meeting of September 26, 2013

The Shepherd University Board of Governors met on September 26, 2013 in a regular meeting. The meeting was held at Shepherd's Martinsburg Center, 261 Aikens Center, Room 206, Martinsburg, West Virginia. Members participating were: John Beatty, Jason Best, Marcia Brand, Gat Caperton, Alana Gondeck, Holly McCall, Tia McMillan, D. Scott Roach, W. Mark Rudolph [phone], Diane Shewbridge and John Younis. Also present were Shepherd University President Suzanne Shipley, members of the executive staff and others.

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

The oath of office was administered by Chair Gat Caperton to Tia McMillan, new member to the Board.

2. **PUBLIC COMMENTS**

No public comments were made.

3. **ADDITIONAL ACTION RELATING TO REFINANCING OF BONDS**

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

RESOLVED, That the Shepherd University Board of Governors adopts the Supplemental Resolution as presented in the Agenda Book of September 26, 2013, Regular Session pages 4-2 and 4-3.

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

RESOLVED, That the Shepherd University Board of Governors adopts the Post Issuance Tax Compliance Procedures as presented in the Agenda Book of September 26, 2013, Regular Session pages 4-4 through 4-6.

4. **MINUTES OF THE MEETING OF JUNE 6, 2013**

M (Best), S (Brand), PASSED, that the minutes of the June 6, 2013 meeting of the Board of Governors be adopted as presented at the meeting.

5. **MINUTES OF THE MEETING OF JULY 30, 2013**

M (Best), S (Brand), PASSED, that the minutes of the July 30, 2013 meeting of the Board of Governors be adopted as presented at the meeting.

6. **PRESIDENT'S REPORT**

President Shipley took the opportunity to introduce members of the Martinsburg Center staff. She also highlighted several publications provided for members of the Board: the new viewbook utilized in recruitment efforts, a book about Shepherd University authored by Associate Professor of Education, Dr. Dot Hively, and the University's Common Reading for 2013-2014, "Strange as This Weather Has Been."

President Shipley discussed several internal and external communications related initiatives to increase enrollment as well making the case for state support remaining at current levels.

7. **QUARTERLY FINANCIAL REPORT**
Ms. Deborah Judd, Vice President for Administration and Finance, presented to the Board the Quarterly Financial Management Report for the period ending June 30, 2013.

Members of the Board requested that reports with projections according to program for the Martinsburg Center be provided during the June 2014 meeting.
8. **TUITION AND FEE WAIVER REPORT**
Ms. Sandra Oerly-Bennett, Associate Vice President for Enrollment Services and Director of Financial Aid, presented the annual Tuition and Fee Waiver Report.
9. **ADVANCEMENT ANNUAL REPORT**
Dr. Diane Melby, Vice President for Advancement, presented to the Board the Advancement Annual Report.
10. **ACADEMIC AFFAIRS ANNUAL REPORT**
Dr. Christopher Ames, Vice President for Academic Affairs, presented to the Board the Academic Affairs Annual Report.
11. **REVIEW AND APPROVAL OF THE INSTITUTIONAL COMPACT**
Dr. Ames presented to the Board the Institutional Compact and progress made toward achieving the stated goals.

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

RESOLVED, That the Shepherd University Board of Governors approves the report on the Institutional Compact as amended. The Board authorizes the President to submit the Compact on its behalf to the West Virginia Higher Education Policy Commission.

(Best), S (McCall), PASSED, that the following resolution be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors authorizes the Executive Committee of the Board to approve the new compact metrics on its behalf following which the metrics will be submitted on its behalf to the West Virginia Higher Education Policy Commission.

12. **APPROVAL OF INTENT TO PLAN FOR DOCTORATE OF NURSING PRACTICE**
M (Brand), S (Younis), PASSED, that the following resolution be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors approves the Intent to Plan for Doctorate of Nursing Practice and directs the President to file the Intent to Plan with the Chancellor of the Higher Education Policy Commission for approval.

13. **SHEPHERD UNIVERSITY STRATEGIC PLAN**
Dr. Melby, Chair of the Strategic Planning Committee, presented to the Board the University's progress to date in strategic planning.

14. **PROPOSED NEW MEETING FORMAT**

Chair Caperton, presented to the Board the proposed new meeting format.

15. **NEW BUSINESS**

The Board approved by acclamation the following special resolution for adoption by the Board:

BOARD OF GOVERNORS PROCLAMATION
HONORING
MS. KIMBERLY SCRANAGE

WHEREAS, Ms. Kimberly Scranage has served as Director of Admissions and as Vice President for Enrollment Management at Shepherd University since July 2004; and

WHEREAS, Ms. Scranage has worked rigorously and with an unwavering commitment to Shepherd University during a time of increased need for maintaining strong entering classes, producing increases in the student profile, retention, and branding of the institution; and

WHEREAS, the service to Shepherd she has provided has included the implementation of cutting-edge concepts in the University's marketing and admissions processes; and

WHEREAS, she has worked to modernize the University's outreach to this generation of students through technology and design, including making Shepherd the first institution in the country to revolutionize the traditional viewbook through the development and distribution of an iPad app; and

WHEREAS, Ms. Scranage has demonstrated important leadership in building the capacity of the enrollment management team through the hiring, training and mentoring of an array of talented employees; and

WHEREAS, the concept of the Martinsburg Center and its development into a reality benefited greatly from the contributions Ms. Scranage made to the research, marketing, recruitment, and business processes for the initiative; and


WHEREAS, Ms. Scranage's service as Vice President from 2008 to 2013 has borne many innovative enhancements to the branding of the institution: from "unexpected" to the redesign of the University seal and Ram logo;

THEREFORE, BE IT RESOLVED, THAT the Shepherd University Board of Governors honors Vice President Kimberly Scranage for her record of exemplary service to the University and to the Board of Governors and expresses to her the gratitude and enduring appreciation of the Board and the entire University community; and

FURTHER, BE IT RESOLVED, THAT this resolution be inscribed upon the minutes of the September 26, 2013 Board of Governors meeting and that a copy of the resolution be presented to Vice President Scranage.



Signed copy on F:U
Gat Caperton
Chair



Signed copy on F:U
Marcia Brand
Secretary