



SHEPHERD UNIVERSITY

Monday, September 08, 2025

4:10-5:30 p.m. Erma Ora Byrd Hall, Room 117

Reception at 3:45 p.m. in Erma Ora Byrd Atrium

Assembly Minutes Draft

I. **Call to Order** – Moderator, Dr. Larry Z. Daily called the meeting to order at 4:10pm

II. **Approval of the Minutes of the Spring 2025 Assembly Meeting**

See https://www.shepherd.edu/assembly/assembly_minutes

Minutes approved as distributed

III. **President's Report** – Dr. Mary J.C. Hendrix presented “ONE Shepherd: One Mission, One Vision, One Voice (full presentation can be viewed here: [Presidents Report Fall Assembly](#)) Dr. Hendrix highlighted the ongoing, collaborative work of the Employee Salary Review Team as well as the newly formed Great Colleges to Work for Committee.

Improvements to the student experience continue. Dr Hendrix reported that money remains in the budget to continue the improvements to infrastructure around campus, and provided positive updates regarding enrollment, retention and residency goals.

Dr. Hendrix provided updates on the 2024-2025 Academic Mission goal progress and highlighted the “Shepherd Online” initiative designed to expand online programming over the next two years. Dr. Hendrix then outlined the 2025-2026 Academic Mission goals including improving academic branding, developing new organizational structure and faculty workload policy.

Administrative operations updates included the synchronization of the financial systems, expansion of public/private partnership opportunities and increases in extramural funding by 10%.

Dr. Hendrix presented on the Great Colleges to Work for Committee, identifying their direct reporting to her and emphasized that there are now formal mechanisms for tracking the needs of instructional spaces for improvements. Dr. Hendrix shared the efforts and opportunities for faculty and staff engagement from family days at athletic events to “First Friday Lunches and Discounts”.

The Grants Portfolio was the final segment of Dr. Hendrix presentation with significant growth in total award amounts across the last couple years. Dr. Hendrix

highlighted 3 grants specifically, one each from 2023, 2024 and 2025. Please refer to the complete presentation to explore the tremendous work of these teams. Dr. Hendrix expressed her gratitude and remarked on the remarkable amount of funding, research, work and trust placed in an intuition the size of Shepherd.

Dr. Scott Barton, Vice President for Finance and Administration, presented the financial update to include increases in “Days of Cash” and “Tuition and Fee Revenue”. Dr. Barton emphasized that salary initiatives have priority for net excesses. The Finance team will begin working with the team from the Provost’s office to further integrate their reporting systems, moving the systems and reporting from manual to fully automated. Dr. Barton provided updates to the building and constructions projects, noting the delays caused by external factors (e.g. delays in obtaining structural steel). Dr. Barton noted that one of the next projects for consideration and planning is \$4 million in roofs. Auditors will be onsite beginning Tuesday, September 9th.

Dr. Jack DeRochi, Provost and Vice President of Academic Affairs, began by highlighting the positive work of Admissions noting the increases in new and transfer students. Dr. DeRochi emphasized the need to bolster initiatives that keep and support students in years 2, 3 & 4 of their education. Dr. DeRochi presented on the professional development planned for the Enrollment Management and Leadership teams. As Academic Affairs undergoes a transformation process, a timeline for focus groups and data collection and administrative workshops was presented. Dr. DeRochi shared the Project Leads for the Strategic Retention Project and urged the Assembly to assist if contacted. In closing, Dr. DeRochi presented the Launch of “Shepherd Online” as a way to maximize Shepherd’s regional position. He noted that an external consultant has been employed to assess Shepherd and noted that an Online Academic Quality Committee is necessary to ensure that quality matches that of the in-person education at Shepherd.

Dr. Kelly Hart, Vice President for Development and Annual Giving, presented the goals of the annual giving plan and highlighted important dates. Dr. Hart highlighted the initiative of the Great Colleges to Work for Committee, the Agribusiness Building, the grant portfolio and the West Virginia First Foundation. Dr. Hart celebrated the “signals of momentum” tied to Shepherd’s mission and its students.

- IV. **HLC Update** – As Shepherd’s HLC Accreditation Liaison Officer, Dr. Jason Best, Assistant Vice President for Strategic Planning and Institutional Effectiveness, presented an HLC update (full presentation can be seen here: [HLC Institutional Accreditation: The March to March](#)). Dr. Best emphasized the critical nature of accreditation, how to prepare and contribute, the timeline, and how assembly members can assist (e.g. stay informed, respond quickly to requests for information, invite Dr. Best to speak to your academic unit).

V. Summary Reports to the Assembly

- a. Classified Employees Council Report (Appendix A) – Barbara Kandalis
- b. Advisory Council of Classified Employees (Appendix B) – Yulia Friman
- c. Advisory Council of Faculty (Appendix C) – Dr. Max Guirguis
- d. Faculty Senate (Appendix D) – Dr. Larry Z. Daily
- e. Student Life Council (Appendix E) – Jacob Mellow

Appendix A

Classified Employees Council Report

Elections: The CEC held our biennial elections in the spring. We reelected the CEC chair - Barbara Kandalis and our representative to the state Advisory Council of Classified Employees (ACCE) – Yulia Friman. In addition, we elected a new Board of Governors (BOG) Representative – Ms. Danielle Stephenson. We also elected several new representatives for each employee category, which can be seen on our webpage.

Scholarships: Classified Employees' Children's Scholarship Fund awarded 3 students with scholarship money for the 2025-2026 academic year. We had one CEC employee's student and two non-CEC employee students who received the awards.

Technology Oversight Committee: The Classified Employee Council now has a representative on the Technology Oversight Committee (T.O.C). Nazahne Ross-Veach will represent the CEC on this important committee.

PEIA: The continuing cost increases with the lack of annual raises continue to be a concern, not only with premiums but with copays and decreased coverage. These cost changes impact the members of CEC comparatively on campus.

Classified Employees Council Constitution: We will update our constitution in the coming months due to changes from the state that will impact our terms of office for specific representatives, such as our BOG representative.

<https://www.shepherd.edu/cec/cec-meeting-information>

Appendix B
Advisory Council of Classified Employees Report

No report

Appendix C

Advisory Council of Faculty Report

The Advisory Council of Faculty (ACF) held a meeting in July 2025 that focused mostly on administrative items, such as officer elections, new member introductions, and the fall retreat planning. Dr. Chris Rasmussen, the Vice Chancellor for Academic Affairs of the Higher Education Policy Commission (HEPC), provided several updates that can be summarized in five points:

- 1) Dr. Corley Dennison, the former Vice Chancellor of the HEPC, has been appointed interim president of Southern West Virginia Community & Technical College. The temporary appointment was made after the WV Council for CTC Education placed the previous president, Dr. Pam Alderman, on paid administrative leave in April 2025. Dr. Chris Treadway, Vice Chancellor of the CTC Council, explained that this drastic measure was necessitated by “repeated instances” of failing to follow established procedures and a “pattern of behavior” that “disrupted institutional operations” and “placed the college’s accreditation at risk.”
- 2) Institutional and HEPC leaders met at Stonewall Resort in May, and will hold another meeting in the fall in preparation for the 2026 legislative session. Institutions are encouraged to bring issues, concerns, and suggestions to the meeting for discussion. The HEPC will use the shared information to identify policy priorities and advocacy opportunities. As the state-level body for educational policy and rulemaking, the HEPC actively works with legislators during the legislative session to advance the interests of higher education in the state.
- 3) To date, the HEPC has run nine grant cycles to support the development of Open Educational Resources (OER). Going forward, the HEPC will start offering block grants to institutions in an attempt to promote an OER culture. The grants will give institutions the capacity and latitude to equip their faculty with the necessary tools to access and use OER materials in their courses.
- 4) Governor Patrick Morrissey is expected to call a special legislative session sometime this month, primarily to address the financial stress in the Public Employees Insurance Agency (PEIA). The governor wants to work with the legislature on finding a long-term solution to PEIA’s funding challenges. The last fiscal year ended with a significant surplus of \$338.5 million, which puts the state in a favorable position to shore up the finances of PEIA.

5) The Great Teachers Seminar was held in June at North Bend State Park. The focus of this year's seminar was innovations and challenges of instruction in higher education. Several ACF members reported that it was a great "immersion experience," where faculty members with different experience levels heard and learned from each other. Sponsored by the HEPC, the Great Teachers Seminar is open to faculty from all disciplines and all institutions of higher education in West Virginia.

Appendix D

Faculty Senate Report

The Faculty Senate has only had one meeting so far this fall and it was a special meeting. Our first regular meeting will be on September 15. Senate is looking forward to another productive year and we are already working on several substantive issues. Issues that the Faculty Senate is already considering include:

- **Approval Process for New Academic Programs.** A significantly revised approval process for new academic programs was extensively debated in the last academic year. Faculty members expressed many concerns about the proposed new process. After many discussions with the Provost, a revised process has been put forward and is under discussion in the Senate.
- **Faculty Workload Policy.** Tactic 1 of Goal 1, Strategy 3 in the University Strategic Plan states that “Academic Affairs, working in conjunction with Human Resources and Finance and Administration, will examine equitable workloads for faculty and implement necessary structures to ensure that targets are met.” The Provost, working with the academic leadership team, has drafted a university-wide set of guidelines for faculty workload. Those guidelines are currently under consideration by the Senate.
- **Faculty Research Forum.** The Faculty Research Forum is a monthly lecture series that was implemented by the faculty and designed to highlight the current scholarship of Shepherd University faculty members. However, the committee overseeing the forum was never established formally and is now down to a single member. The Senate is currently discussing establishing the FRF committee in the Senate bylaws.
- **LEAP, ELO’s and Value Rubrics.** Prior to 2010, Shepherd adopted the learning outcomes proposed by the AAC&U in their LEAP Initiative. That 10-year initiative concluded many years ago, but the LEAP language still appears in Shepherd’s catalog and on every course syllabus even though the AAC&U website no longer mentions LEAP. The goals of the LEAP initiative have been rebranded and it is time to update Shepherd’s documents. Senate will be considering adopting the new ELO’s and value rubrics.

Appendix E
Student Life Council Report

No report