



# SHEPHERD UNIVERSITY

**Assembly Agenda**  
**Monday, April 13, 2026**  
**4:10-5:30 p.m. Erma Ora Byrd Hall, Room 117**

- I. **Call to Order** – Moderator, Dr. Larry Z. Daily
- II. **Approval of the Minutes of the Fall 2025 Assembly Meeting**  
See [https://www.shepherd.edu/assembly/assembly\\_minutes](https://www.shepherd.edu/assembly/assembly_minutes)
- III. **Elections**
  - a. Assembly Moderator
  - b. Assembly Secretary
  - c. Assembly Parliamentarian
- IV. **President's Report** – Dr. Mary J.C. Hendrix
- V. **Amendments to the Shepherd University Constitution**  
<https://www.shepherd.edu/assembly-2/constitutional-amendments>
  - a. Change the Graduate Council Reporting Line and Membership
  - b. Membership and Charge of the Technology Oversight Committee
- VI. **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**

Good Afternoon the Classified Employee Council would like to share updates from this past year. Our council would also like to recognize and thank everyone, including the Board of Governors, who were instrumental in approving the reinvestment phase 1 salary increases for designated faculty and staff. This reinvestment plan instills confidence for the staff that moving forward, there is a commitment to using the allocated monies for the important reinvestment strategies.

We revisited the concern about Non-Classified staff not being fully represented on campus. In an effort to assist Non-Classified staff with fees for on campus courses and staff development opportunities, we decided as a council to vote in March to open the CEC Staff Development funds to all staff. This is similar to previous allocations of our CEC Children's Scholarship monies. Priority for the CEC Staff Development funds will go to classified employees, with additional monies being considered for non-classified requests. We are pleased to say that the vote passed.

## **Appendix B**

### **Advisory Council of Classified Employees Report**

#### Legislative Session Update – Higher Education Budget and Bills

##### Key Updates from the Legislative Session

- The regular session ends March 14. Higher education has done very well in both the House and Senate, and the budget may fully implement the higher education funding model for the first time.

##### Budget Bill (SB 250)

- Passed the House and was sent to the governor on March 6.
- The governor has five days to approve the bill or issue line-item vetoes.
- The Legislature could still override vetoes before the session ends.

##### The bill:

- Fully funds the higher education funding model, including the inflation adjustment.
- Restores the 2% proposed budget cut.
- Includes a PEIA employer premium increase and an average 3% pay raise for employees.

##### Funding for initiatives includes:

- \$581,000 for dual enrollment
- \$1 million for a research collaboratory and aerospace workforce programs
- \$208,000 for the Tuition Contract Program

##### Additional surplus appropriations include:

- \$30M – Marshall School of Medicine building
- \$5M – WVU Dental School
- \$32M – WVU School of Medicine
- \$5M – WVSOM biomedical sciences research expansion

##### Other Bills Being Tracked

- HB 5212 – Financial aid program restructuring
- HB 5354 – Higher education rules bill
- HB 4592 – Campus safety mapping for EMS
- HB 4006 – Aerospace and advanced manufacturing workforce program
- HB 4087 – WV-Ireland Education Alliance
- SB 402 – Workforce readiness / micro-credentialing
- SB 913 – Removes the outdated reporting requirement for the Research Trust Fund

#### Additional Notes

- Some bills did not advance, including:
  - o Student-led campus food pantry bill (HB 4081)
  - o Wage-threshold funding restriction bill (HB 4587)

Overall: Higher education funding is in a strong position, pending the governor's final action on the budget.

In addition, Jill Beaty, a PEIA representative, visited ACCE at the last meeting on March 9. Her email is: [Susan.j.beaty@wv.gov](mailto:Susan.j.beaty@wv.gov).

Thank you,  
Yulia

## **Appendix C**

### **Advisory Council of Faculty Report**

The 60-day legislative session, which ended on March 14th, was relatively quiet and “drama-free” for higher education. None of the education bills that the HEPC and the ACF were watching with concern garnered enough support to move forward to a vote. Though most of the monitored bills were favorable, only two of them cleared both chambers and were signed into law. The first is HB-4087, which takes effect on passage, establishes the West Virginia-Ireland Education Alliance Partnership. This is a state-funded educational program intended to support student and faculty exchanges, and enhance academic cooperation between West Virginia institutions and their Irish counterparts. The second bill, SB-502, seeks to support and fund women's NCAA Division I athletic programs to ensure long-term Title IX compliance. More specifically, it allows institutions to create permanent endowments for women’s collegiate sports and provides matching state funds (and tax credits for private contributions) to the women’s athletics endowments. SB-502 will take effect on July 1, 2026.

Another positive development that occurred this year was that the legislature voted to fully fund the higher education funding formula for the first time since its adoption three years ago. For background, HB 2800 was passed in the 2023 legislative session to stabilize funding for higher education by linking it to institutional outputs. Under this performance-based model, key metrics such as enrollment rate, student progress, graduation rate, degree relevance, and in-state job placement are utilized to determine the level of funding that each institution will receive. Reacting to the news in a statement, the HEPC’s Chancellor Dr. Sarah Tucker observed that the new funding system is designed to incentivize institutions not only to support student success and completion, but also to align their programs with workforce needs and state goals in order to receive a larger share of state funds. Jobs in STEM fields continue to outpace other sectors of the state and national economy, growing three times faster than non-STEM occupations.

Highlights of bills that failed to pass:

HB-4002, which sought to establish the “West Virginia Collaboratory” research hub at Marshall University, completed legislative action but was ultimately vetoed by Governor Patrick Morrisey due to separation of powers concerns. (The bill allowed the house speaker and senate president to appoint the advisory board that would guide and oversee the state entity.)

HB-4081, which sought to establish the Higher Education Health and Aid Grant, passed the House but stalled in the Senate Education Committee.

HB-4014, which sought to establish the West Virginia Micro-Credential Program and expand the apprenticeship training tax credit, did not move out of the House Finance Committee.

HB-4116, which sought to extend the West Virginia Invests program to associate degrees and certificates in emergency medical services, did not move out of the House Finance Committee.

HB-4119, which sought to provide tuition assistance for students pursuing degrees in early childhood education, did not move out of the House Education Committee.

HB-4152, which sought to promote public-private collaboration in education, did not move out of the House Education Committee.

SB-551, which sought to restore voting rights to faculty, staff, and student members on institutional BOGs, did not move out of the Senate Education Committee.

SB-675, which sought to restore voting rights to student members on institutional BOGs, did not move out of the Senate Education Committee.

SB-414, which sought to prohibit accreditors from mandating DEI practices, did not move out of the Senate Education Committee.

SB-476, which sought to require institutions to switch to neutral accreditors that do not employ DEI practices, did not move out of the Senate Education Committee.

## **Appendix D**

### **Faculty Senate Report**

The Faculty Senate has had a very productive year. Issues that the Faculty Senate has worked on include:

- **Approval Process for New Academic Programs.** A significantly revised approval process for new academic programs was extensively debated throughout the last academic year. Faculty members expressed many concerns about the proposed process. After many discussions with the Provost, a revised process was developed and was unanimously endorsed by 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, drafted a university-wide set of guidelines for faculty workload. Those guidelines were discussed extensively by the Senate and after some revisions, were unanimously endorsed.
- **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 was down to a single member. The Senate elected this year to establish the FRF Steering Committee in the Senate bylaws. When the new academic structure is in place, we’ll be requesting that the new colleges elect representatives.
- **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. Continued use of the LEAP goals is still under discussion in the Senate.
- **Friction points.** Senate shared a list of “friction points” – processes or practices that make the work of the faculty unnecessarily difficult – with the Great Colleges to Work For Committee. All of the items on that list were discussed by the committee. Some items (e.g., Brightspace sites being created before the schedule is finalized so that the wrong faculty or multiple faculty are on a course) have been addressed. Other issues (e.g., tracking requisitions through the procurement process) will require more time.

- **Graduate Council.** Senate unanimously approved a proposed amendment to the Shepherd University Constitution that would move the Graduate Council from reporting to the Administrative Council to reporting to Faculty Senate. The amendment also spells out how a chair for the committee is elected and clarifies the membership.

**Appendix E**  
**Student Life Council Report**

The following changes were made to the SLC Constitution and Bylaws:

# Constitution of the Student Life Council of Shepherd University

Last amended: Spring 2024

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**Section I.** Established by the University Assembly, the purposes of the Student Life Council (SLC) include:

- A. → Establishing and reviewing campus-wide Student Handbook policies,
- B. → providing for extracurricular programming,
- C. → developing and reviewing policies and procedure for the Student Code of Conduct, and
- D. → setting standards for and the registering of student clubs and organizations in conjunction with the Student Government Association (SGA).

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**Section II.** Student Life Council recommendations are communicated to the ~~Administrative Council University Assembly~~ and/or the President. ~~The Dean of Students The Student Life Council Chairperson Vice Chairperson~~ or other appointed member will serve as a member of the ~~University Assembly Administrative Council~~.

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## Bylaws of the Student Life Council of Shepherd University

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### ARTICLE I

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#### Membership, Attendance, and Officers

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**Section I.** The Student Life Council's membership includes:

- A. → The Dean of Students
- B. → ~~three~~four Student Affairs Professionals and ~~two Campus Services Professionals two Campus Services Professionals~~ appointed by the Vice President of Student Affairs and Director of Community Relations
- C. → Three faculty, one from each college elected and/or appointed by the Dean of that college, each for a two-year term without succession:
  - i. College of Arts, Humanities, and Social Sciences
  - ii. College of Business ~~and Technology, Education, and Exercise Science~~
  - iii. College of ~~Science, Health, and Wellness~~ Nursing, Science, Technology, Engineering, and Mathematics

D. → eleven students:

- i. an appointed representative of the Student Government Association,
- ii. a representative of the Program Board,
- iii. eight undergraduate students elected at-large in a campus-wide election from the following categories:
  - a. → Freshman Class Representative
  - b. → Sophomore Class Representative
  - c. → Junior Class Representative
  - d. → Senior Class Representative
  - e. → Transfer Student Representative
  - f. → Commuter Representative

g. → Undergraduate -- at -- Large ¶

h. → Undergraduate -- at -- Large ¶

iv. One graduate student elected at large in a campus-wide election of all graduate students elected by the GSCE Deans Student Advisory Council for one-year terms, each of whom may serve two successive terms. ¶

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#### **Section II. Attendance ¶**

A. → Attendance at ALL regular meetings, special sessions, and committee meetings is required unless excused for all members of the Student Life Council, and ¶

B. → 3 or more unexcused absences of members shall be deemed excessive and a cause for recommendation for replacement. Absences from all members of Student Life Council must be communicated to the Dean of Students or the Student Life Council Chairperson prior to the meeting time. ¶

#### **Section III. Officers ¶**

A. → The Chairperson, Vice-Chairperson, Secretary and the Parliamentarian are elected from the student voting membership of the Student Life Council. ¶

#### **Section IV. Training Session ¶**

A. → New members of the Student Life Council are encouraged to review minutes and attend meetings prior to their term in office. ¶

#### **Section V. Student Membership Requirement ¶**

A. → Students must have a 2.5 cumulative G.P.A. to be nominated, serve and maintain a position on the Student Life Council. ¶

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### **ARTICLE II ¶**

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#### **Membership Vacancy ¶**

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**Section I.** Upon vacancy of any of the ~~four~~ three Student Affairs Professionals or two Campus Service Professionals, the Vice-President of Student Affairs and Director of Community Relations will appoint a replacement. ¶

**Section II.** If a faculty representative elected and/or appointed by the Dean of their college is unable to fulfill the two-year term on the Student Life Council, the Dean of their college will appoint another faculty member to fill the vacancy. A faculty member serving as an appointed member under the conditions described above would be eligible for election and/or appointment ~~to~~ for a successive two-year term. ¶

**Section III.** Upon vacancy of any of the eight undergraduate members at large, the Student Life Council will determine the vacancy be filled by either: ¶

A. → the person with the next highest votes in the latest election, or ¶

B. → the person with the highest votes in a new election held in conjunction with the Student Government Association, or ¶

C. → an appointment by the Student Life Council Chairperson with approval confirmed through a majority vote of the Student Life Council. ¶

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### **ARTICLE III ¶**

## Meeting Procedure ¶

**Section I.** All Student Life Council meetings shall follow *Robert's Rules of Order*. ¶

**Section II.** Regular meetings of the Student Life Council: ¶

- A. → 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month, ¶
- B. → are to be scheduled the beginning of each semester, ¶
- C. → will occur at least twice a month during fall and spring semesters, except during University holidays and when classes are not in session, and ¶
- D. → the date, time, and location of the Student Life Council meetings will be promulgated to the campus community through RamPulse and Teams. ¶

**Section III.** The Student Life Council maintains complete minutes of its meetings and makes minutes available to the Shepherd University Community on RamPulse. ¶

**Section IV.** A quorum is necessary to conduct the business of the Student Life Council. A quorum shall be defined as being greater than 50% of its members. ¶

Section V. Voting: Typically, voting occurs in person at scheduled Student Life Council Meetings. Each member may cast a vote. The Dean of Students is a non-voting, ex-officio member. The Chairperson only votes in the event of a tie. In special circumstances, other voting methods include Proxy Voting or Electronic Voting may be used. ¶

### A. → Proxy Voting ¶

- 1. → Eligibility: A member unable to attend a meeting may designate another member to vote on their behalf by proxy. Proxy designations must be in writing, dated, and signed by the absent member. ¶
- 2. → Submission: Written proxies must be submitted to the Dean of Students or Student Life Council Chairperson before the start of the meeting. Proxies may be delivered by mail, email, or other electronic transmission methods. ¶
- 3. → Validity: Proxies are valid only for the meeting specified in the written designation and do not extend beyond that meeting. ¶
- 4. → Revocation: A member may revoke a proxy by notifying the Dean of Students or Student Life Council Chairperson in writing at any time before the vote is cast. ¶

### B. → Electronic Voting ¶

- 1. → Eligibility: Members may participate in meetings and cast votes electronically if one cannot attend in person. Electronic participation includes video conferencing, teleconferencing, or other virtual platforms approved by the Student Life Council. ¶
  - 2. → Security and Verification: Electronic voting shall be conducted using secure methods to verify each member's identity and vote as approved by the Student Life Council. Votes submitted electronically shall be considered binding and equivalent to votes cast in person. ¶
  - 3. → Submission Timing: Electronic votes must be submitted before or during the meeting prior to the conclusion of that particular article of business. ¶
  - 4. → Recording and Confirmation: Electronic votes shall be recorded in the meeting minutes. ¶
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**Section VI.** Special sessions of the Student Life Council:¶

- A. → May be called by the Chairperson or Dean of Students, or a member request that obtains a majority vote, and¶
- B. → Require at least 48 hours of notice to all members.¶

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## ARTICLE IV¶

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### Committees¶

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**Section I.** The Student Life Council establishes standing and ad-hoc committees, which will report regularly on their activities.¶

**Section II.** Standing committees of the Student Life Council:¶

- A. → **The Student Handbook Committee** annually reviews the student handbook including the Student Conduct System Section of the *Student Handbook*.¶
- B. → **The Program Board and Office of Student Activities** supports plans educational, cultural, leadership, social, and recreational programs for the University community.¶
  - a. → **Homecoming Committee**¶
  - b. → **PASS**¶
- C. → **The Leadership Conference Committee** plans and implements campus leadership training for all students and/or student clubs and organizations.¶
- D. → **The Student Recognition Committee** oversees Student Recognition Day.¶
- E. → **The Constitution and Bylaws Committee** reviews and considers changes to the Student Life Council Constitution and Bylaws and proposes them at the following Student Life Council meeting.¶

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## ARTICLE V¶

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### Relationship to the Student Government Association¶

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**Section I.** The Student Life Council works in conjunction with the Student Government Association regarding student life.¶

**Section II.** The appointed representative of the Student Government Association is the primary liaison between the Student Life Council and the Student Government Association and will provide a regular report to the senate.¶

**Section III.** The Student Life Council provides copies of its minutes on the Student Government Association RamPulse Site.¶

**Section IV.** The SLC reviews concerns and recommendations from the SGA.¶

## ARTICLE VI¶

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### Amendments¶

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**Section I.** Amendments to these bylaws of the Student Life Council of Shepherd University shall utilize the following process:¶

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- A. → The Constitution and Bylaws Committee will meet, discuss and agree upon potential changes to these Constitution and Bylaws and draft an amendment document.¶
- B. → This document will then be provided for review and discussion to each member of the Student Life Council. ~~at the next regularly scheduled meeting.~~¶
- C. → A first reading of these amendments and discussion will be held.¶
- D. → At the next regularly scheduled meeting following the first reading, a second reading if determined necessary, and if the Student Life Council so desires, a formal vote, will be held on these amendments.¶
- i. Adoption of amendments requires a two-thirds affirmative vote of the total Student Life Council membership.¶
- E. → The approved amendments will then be brought to the University Assembly for final approval.¶