

Shepherd University Board of Governors

Minutes of the Meeting of September 9, 2004

The Shepherd University Board of Governors met on September 9, 2004, in the Byrd Center for Legislative Studies, Shepherd University, Shepherdstown, West Virginia, in a regular meeting. Members participating were: Lauri Bridgeforth, Vicki Douglas, Matthew Gay, Anders Henriksson, Robert McMillan, Andy Michael, Barbara Pichot, John Sherwood, and Dan Starliper. Also present were Shepherd University President David Dunlop, CTC of Shepherd President Peter Checkovich, members of the executive staff, and others.

Chair Michael convened the meeting of the Board of Governors in a Committee of the Whole at 2:00 p.m.

1. MINUTES OF THE MEETING OF AUGUST 12, 2004

M (Starliper) S (Sherwood), PASSED, that the minutes of the August 12, 2004 meeting of the Board of Governors be adopted as presented in the agenda book.

2. SHEPHERD UNIVERSITY REPORT

President Dunlop introduced to the Board, Mrs. Robin Zanotti the University's new Vice President for Advancement.

Dr. Dunlop reported that the bond money has been received; \$3.4 million of infrastructure bonds were sold, which is \$.5 million less than the maximum approved amount. The interest rate is as low as 2% and the debt will be retired by 2024. The note to cover the capital repairs of Shaw and Thacher was sold; \$1.86 million at 2% interest for 1 year.

President Dunlop will send a letter to all campus employees regarding salary raises. An earlier estimate for the average increase was 2.8%; however, the actual average increase will be 3.37%.

It appears that there is an increase in enrollment this fall. Degree seeking enrollments are up at least 2.2%. Official numbers will be confirmed October 15.

A new umbrella organization, Shepherd University Institute for Economic Excellence, is being established to coordinate activities of the departments of Accounting, Business, Economics, and CSI. Dr. Dunlop distributed a handout to the Board detailing organizational structure, mission and vision statements, core values and strategies of the Institute.

3. COMMUNITY AND TECHNICAL COLLEGE OF SHEPHERD REPORT

President Checkovich distributed to the Board copies of the Institutional Self-Study for the Community and Technical College of Shepherd and a schedule for the Higher Learning Commission accreditation site visit that will occur on October 3-6, 2004.

3A. CTC COURSE FEES

Dr. Checkovich reported on fees for courses taught online that the CTC Board of Advisors has approved, and he requested the approval of the fees by Shepherd University's Board of Governors.

M (Starliper) S (Henriksson), PASSED, that the Shepherd University Board of Governors approves the adoption of the following online Course Fees:

- OFTC 115 (old IT 115) Microsoft Windows \$25 fee
- OFTC 132 (old IT 132) Microsoft Word \$25 fee
- OFTC 133 (old IT 133) Advanced Microsoft Word \$25 fee
- OFTC 135 (old IT 153) Electronic Scheduling \$25 fee
- OFTC 136 (old IT 136) Microsoft Outlook \$25 fee
- OFTC 140 (old IT 140) Advanced Database Concepts \$25 fee
- OFTC 142 (old IT 142) Microsoft Access \$25 fee
- OFTC 143 (old IT 143) Advanced Microsoft Access \$25 fee
- OFTC 145 (old IT 145) Electronic Presentations \$25 fee
- OFTC 146 (old IT 146) Microsoft PowerPoint \$25 fee
- OFTC 150 (old IT 150) Advanced Spread Sheet Concepts \$25 fee
- OFTC 151 (old IT 151) Microsoft Excel \$25 fee
- OFTC 152 (old IT 152) Advanced Microsoft Excel \$25 fee
- CBUS 105 Business Communications \$75 fee
- CBUS 150 Introduction to Business \$75 fee
- CBUS 210 Marketing Concepts \$75 fee
- CBUS 212 Business Law \$75 fee
- OFTC 101 Keyboarding II \$75 fee
- OFTC 102 Microsoft Office Applications Intro \$75 fee
- OFTC 205 Computerize Accounting \$75 fee
- OFTC 220 Publication Design \$75 fee
- OFTC 229 Microsoft Office Applications Adv \$75 fee
- OFTC 290 Microsoft Office Applications Post Adv \$75 fee
- PARA 210 Domestic Relations \$75 fee
- PARA 220 Civil Litigation \$75 fee
- PARA 240 Administrative Law \$75 fee
- PARA 250 Criminal Litigation \$75 fee
- PARA 270 Real Estates, Wills, and Estates \$75 fee

4. FUNDING OF INTERCOLLEGIATE ATHLETICS POLICY

M (Sherwood) S (McMillan), PASSED, that the following resolution be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors approves the Funding of Intercollegiate Athletics Policy, Policy 28, as presented in the agenda book, with the amendment of inserting the word "institutional" in Section 3.3, line two, immediately prior to the phrase "sports camps".

5. **SPECIAL COURSE FEE**

M (McMillan) S (Henriksson), PASSED, that the following resolution be adopted by the Board:

RESOLVED, That the Shepherd University Board of Governors approves the \$25 Course Fee for FACS 202, Food and Meal Management, as presented in the agenda book.

6. **UPDATE OF BYLAWS**

Various provisions of SB448 require an update of the Board's Bylaws. Members discussed their various thoughts on revisions, and a formal proposal for action will be brought to the Board at its next meeting.

7. **NEW BUSINESS**

There was no new business brought before the Board.

8. **PUBLIC COMMENTS**

There were no public comments made at the meeting.

9. **EXECUTIVE SESSION**

M (Starliper), S (Sherwood), PASSED, That pursuant to Section 4(b)(12) of Article 9A of Chapter 6 of the W V Code, the Board enter into executive session for the purpose of privileged communications with counsel relating to individual personnel matters.

At the conclusion of the executive session, the Board returned to open session. There being no further business, the meeting was adjourned.

Andrew D. Michael
Chair

Robert A. McMillan
Secretary