Minutes of Administrative Council, 08.18.2005
8 a.m., Storer Ballroom


Dunlop—Opened the meeting at 8 a.m. and welcomed all to the first Administrative Council meeting of the 2005-2006 academic year.

Willgoos—There is no business yet to report from Faculty Senate, since it will not meet until September. Relayed some concerns about the early start to the academic year, and some interest among faculty for the proposed Intersession calendar still being studied*. Welcomes all to attend Senate meetings and share information with the faculty. [Dunlop reminded all about a recent faculty resolution urging tuition waivers for dependents of faculty and staff. The restriction on such waivers is established by the State Ethics Committee, not by Shepherd University, and is currently under review at the state level. All comments to the Committee would be welcome, and may help bring about a statewide change.]

[*A note from the Calendar Committee Chair regarding upcoming calendars: Fall 2006 classes begin on August 14; Fall 2007 classes begin on August 13—the same Monday, in real terms, as the current semester. The Calendar Committee hoped to accommodate several ongoing requests with these calendars: adding a Fall Break in October, retaining a full-week Thanksgiving Break, and increasing instructional days after the return from Thanksgiving Break. Unfortunately, because of the way the solar calendar is falling, we continue to have an early opening in Fall for the next couple of years, and hope to be able to shift it back a week in the next set of calendars. Calendar-building is a challenging exercise in balancing competing institutional needs, and we really do value and take into consideration the feedback we receive from the campus community. tls]

Wolf—Shepherd University won the Presidents’ Cup in WVIC for Best All-Around Program. 120-125 new student athletes have arrived and are beginning their work. August 27-28 is the start of the fall season: football (Virginia State U) on Saturday, soccer (Columbia Union) on Sunday. [Dunlop reminded all that Mark McCoy has put together a tribute to Ray Charles for the marching bands, and has arranged for local African American choirs to accompany. Stern mentioned that a recent study of SU Athletics shows that SU student-athletes generally have a higher GPA and graduation rate than the norm, and commends Ernie McCook especially for his work to support academics among athletes.]

Wolf later added that a threatened strike of unionized coaches in Pennsylvania would certainly have affected our game schedule and conference standing, but that the strike has been averted for now.

Starliper—Classified employee evaluations were due July 1, and some are still missing. Some new hires also still need PIQs on record. [Dunlop emphasized the need to have these on record.]
Scranage—Expressed thanks to every office that helped in the many changes in Admissions this past year, and for the support of marketing Shepherd University’s programs. Announced open houses: October 1, October 15, and November 12. Shepherd University has taken over the Regional college Fairs and will host them in the Butcher Center. New publications will be coming soon for the 2006-2007 academic year, and will be sent to departments. [Dunlop interjected that the Board of Governors is focusing this year on the need to develop a full-scale marketing plan for Shepherd University, encompassing Admissions/Enrollment Management, Advancement, and External Affairs.]

M. Carter—Thanks to the Enrollment Management Team, who have been on the front lines with the CTC separation. Conservative estimates for this fall show about a 3% increase in enrollments over last fall, with the CTC solid as well. Retention will be this year’s focus in Enrollment Management, particularly with our new Director of Institutional Research. [Scranage mentioned that she, Carter, and Zanotti attended a conference on Marketing Strategies. MD and VA will be increasing college-going rates, so Shepherd needs to position itself to take advantage of those numbers. Faculty and staff involvement with prospective students is important. Dunlop supports faculty involvement at the local high schools.]

Owens—Commended Tim Haines for the new website design, which includes “Feature Stories” and a monthly “Letter from the President”. [Dunlop noted that a link to the CTC is no longer included on the main website.] The contract with Pepsi will feature prominent blue and gold ads on the backs of local Pepsi delivery trucks—be looking for them!

Lingenfelter—Several Foundation events are upcoming: Scarborough Society Gala (Saturday), Dinner on the Diamond (Wednesday, catered by Outback), Hospitality Tent on the Midway (Saturday 8/27 11am – 1pm). The Foundation is also working on Senator Byrd’s address to Shepherd University in honor of Constitution Day, part of a lecture series endowed by the family of Tommy Moses—Friday, September 16, at 4pm in the Ballroom. The audit for the past fiscal year is still in progress. Approximately $1.3 million in donations last year, but the jury is still out on Shepherd’s investment portfolio. Shepherd lost a good friend in Dr. Moler, the founder of the Foundation. Strongly encouraged all to send a note to Mrs. Moler, at P O Box 90, Charles Town WV 25414.

Dunlop—The University still intended to raise salaries on October 1, but now the special legislative session, meeting in early September, has put that on hold. Lots of rumors about that special session are in circulation. His best conjecture: the Governor will probably add overall budget for overall salary increases, perhaps 3%. Higher Ed probably will be included in that increase. We intend to give as large a raise as possible. If the special session decides something definite, any raise may be as late as January 1.

The architects working on the Center for the Contemporary Arts will have completed the project design by the end of September, with Phase 1 construction to begin by the end of the year.

Memoranda of Understanding (MOUs) with the CTC are in their final draft stages, but were in effect as of July 1. Some of our components are doing double duty, trying to manage systems for two institutions. All components are doing the best they can to provide the services purchased
by the CTC, given an unevenly-distributed workload. All staff and faculty are strongly urged to be tactful and positive in how they address the issue. The university is trying to speed up the exit strategy, focusing instead on some services that we can provide without too much negative impact on the institution.

Maxwell—The Library is up and running! October 1 is the start date for the New Dean of Libraries. Currently, Civil War photographs are on display in the Reading Room, with a reception scheduled for later in October. The library is working on a way to circulate laptops (not wireless) for use within the library. Recently went to the Community and Technical College of Shepherd for the kick-off of the Nursing Research Unit there. Two computer terminals at the CTC are dedicated for library research.

Perdue—As many know, Grover Boyer has been out on extended sick leave. He hopes to be back by next week, but is still struggling to recover. Parking is working pretty well, though that will change for students when work on the new nursing building commences. By programming the gates, we will try to protect staff parking when student parking becomes even more difficult.

The state Ethics Committee is proposing changes to laws regarding dual state employment. He sent a letter outlining strong concerns regarding adjunct faculty working at multiple public institutions. The Committee responded that the law will have no impact on faculty employment: rather, the intention is to cover those instances where one state employer grants release from required clock-time to allow work for another state employer.

Zanotti—Advancement and Alumni are very busy planning Homecoming, the Golf Tournament, and the Hall of Fame events. A great deal of activity centers on the fundraising feasibility study, researching not only potential donors but potential projects to support with donated funds. Expresses thanks to Monica and Valerie for crafting the case for support for the study. Shepherd has cultivated many new prospects, especially during the recent Contemporary American Theater Festival.

Brought up a recent issue in the news: the 1955 undefeated football team, as was widely reported, was not voted into the Hall of Fame en masse. The by-laws intend for the Hall of Fame distinction to be given to individual achievements; and in fact, some members of that team have been voted into or nominated for the Hall of Fame. Though the recent publicity was primarily negative, many members of the team are OK with the decision.

The upcoming Mountain State NewSong Festival is being co-sponsored by Shepherd University, and will generate good publicity.

Introduced two new additions to the staff: Julie Siler, as Director of the Annual Fund; and Dr. Linda Dunn, who returns to Shepherd University on a Mountain State Professorship, as Director of Advancement Research.

Siler—Expressed thanks for the many warm welcomes she has received. She is in information-gathering and analysis mode with alumni, determining what we have done and where we want to
go. Alumni is working on developing a greater web presence with online interaction, as well as increasing regional chapters and activities, and is looking to develop an Annual Fund plan.

**Dunn**—Very glad to come back “home” to Shepherd, and expressed appreciation for the warm welcome she’s received. She will be supporting the Advancement Team by researching prospects using a mathematical modeling system to screen and profile donors. Is pursuing certification as an Advancement Researcher.

**Stevens**—Successful closing of Summer School and a successful opening of the residence halls, which are at 104% capacity so far. All females will have been moved out of lounges by the end of the first week, but 30 males are still residing in lounges.

**Adams**—A great opening to the academic year. Dave Cole managed the Orientation and Advisement/Registration sessions. The Day of Service, organized by Holly Frye, garnered good publicity for the institution.

Announced new Directors on staff: Sam Alden (Health Center), Betsy Sheets (Career Services), and Christana Johnson (Multicultural/Disability Support).

**Johnson**—Expressed appreciation for the warm welcome, and distributed a tentative calendar of events for the fall semester. Some details are still being worked out.

**Rohel**—The Student Center is up and running. Repainting and renovation over the summer include the Rams’ Den, meeting rooms on 2nd floor, and chandelier replacement. Distributed PASS schedule—season tickets are available now for purchase. The Student Leadership Conference will be held September 10, 9-5.

Reminded all to reserve the Midway, Ampitheater, or Byrd Lawn through the Student Center, to avoid double-booking.

**Shaw**—Check out the new Ram’s Den—students are excited about the renovations this summer. The new multiple-option meal plans have been very popular.

**Stern**—Introduced new Graduate Dean, Dr. Michael Austin (was interim), who distributed a brochure describing the new MBA program that begins this fall.

Dr. Dunn has agreed to coordinate the Master in Student Development currently under NCA review. Expressed thanks to Barbara Maxwell for her service as Interim Dean of Libraries.

Shepherd has 17-18 new faculty, who will be welcomed at a reception on September 7.

**Dunlop**—Mentioned locality pay (income supplements to those who live in high-cost areas) as an issue related to faculty and staff hiring. SU position: we favor locality pay, as it benefits both the individual and the institution, allowing us to attract and retain high-quality employees. He has written an extensive rationale for why this should pass. It may not pass in this session, but will remain as an issue in the next. The reality in WV is that population (and political power with it) is shifting north, and will eventually work to our benefit.
Austin—Enrollment in graduate programs continues to grow: 50 in Curriculum and Instruction, 30 in the new MBA program, and 13 in the Marshall-SU Master of Arts in Teaching. Two new programs are set to begin in 2006, with final approvals: our own Master of Arts in Teaching (January 2006, pending WV Board of Education approval), and the Master of Music, Music Education (Summer 2006, pending NASM approval). All existing programs are going very well. NCA has said that it will not consider new proposals until data exists to show the success of the programs already underway. The Master in Student Development was already in the approval pipeline, so NCA agreed to move it forward. Other new programs will not go forward for NCA review until 2008.

Magee—As an example of the staff attrition caused by high area costs, mentioned the loss of Andy Raisovich, who could not buy a house locally on his SU salary. IT Services is currently interviewing applicants for his critical position. [Dunlop: the university has considered the possibility of building subsidized employee housing on land the university owns, but lack of infrastructure makes it impossible at this time.]

Facilities has been very busy over the summer. The Ikenberry elevator addition should be completed at the end of September, with interior work to commence. McMurrann Hall is undergoing lead paint abatement, with an industrial hygienist on-site to monitor the process. Depending on the weather, should be completed by the end of the year.

The design for the new nursing building is nearly complete. Target date for the building is December 2006, depending on planning process and the weather. New fire alarms and sprinklers have been installed in some residence halls. The foundation for the new residence hall is in, and walls are up. Phase 1 construction on the CCA building should being May 2006. All this building is part of the $45 million approved for new construction (capital expense only—not available for salaries!). Also underway: completing feasibility study for a new Wellness Center.

Vigil—The bookstore has been very busy. Between the July 1 opening of the online book order system and August 8, they processed 800 online book orders! The prepaid online system allows the bookstore to processes requests very efficiently, with less stress on the staff. Has hired a new Merchandise Manager, Tammy Crockett, who is bringing a corporate bookstore perspective to her work here.

The Wellness Center is offering an all-inclusive membership (including classes). Faculty/staff can purchase members for $30 per semester, or $90 for the entire academic year. Details are at www.shepherdwellness.com.

The campus directory will only be online at the Telecom website. Print versions cannot keep up with staffing changes, but online will reflect those as soon as they are reported to ehess@shepherd.edu.

Langford—The fiscal year financial audit is coming September 6! Just passed a P-Card audit for the Community and Technical College of Shepherd. Reminded all that monthly training is available for those who do any kind of departmental purchasing.
Seffers—Last May’s Commencement Ceremony was excellent, even with some changes to the way graduates were presented to the stage—went very smoothly. Committees have not yet met, but will gather in September.

Summer was very hectic, trying to manage systems and processes for two institutions. Every registration and records process and form has been scrutinized, duplicated, and customized for the CTC; and we have added a new registration process for students at one institution who wish to take courses by consortium at the other institution.

The Offices of Admissions and the Registrar have been working together on a revised transfer credit articulation process, based in Banner, which works seamlessly with the Degree Evaluation system. Most incoming transfer students already had articulated transcripts and degree evaluations prepared for their advisement/registration session this summer. Still some processes and procedures to work out, and updates are ongoing.

Suffered a break-in over the summer—not much damage, just a mess. Student records were not compromised in any way. The perpetrator was identified and apprehended fairly quickly. Thanks to the Shepherd police department, and to Ed Magee, who helped keep me calm!

Fall add-drop is underway [now over, of course], and is going very smoothly. The percentage of routine online transactions is rising, leaving us able to devote more of our energy to the exceptions and more complex problems—a much better use of our energy and expertise.

Sturm—We’re doing the best we can! Financial Aid is also facing the challenge of managing financial aid for two institutions.

The meeting adjourned at approximately 10 a.m.

Respectfully submitted,

Tracy L. Seffers
Secretary to the University Assembly