

Minutes of Administrative Council, 02/17/2005
Cumberland Room
8:00 a.m.

Present: Adams, Boyer, M. Carter, Dunlop, Haines, Kipetz, Langford, Magee, Maxwell, Owens, Rohel, Seffers, Shaw, Starliper, Stern, Stevens, Sturm, Vigil, Wilgoos, Wolf, Yanna, Zanotti

Dunlop: The Community and Technical College has already received accreditation letters. According to a strict interpretation of WV law, CTC is now its own institution. Unclear how an Advisory/Governing Board will be convened without governor appointment—this is now under the control of the WV Community and Technical College Council. HEPC and Shepherd’s BOG have no governance over the CTC.

Memoranda of Understanding have become more complicated: student-based algorithm for costing out services does not work, and the CTC has decided not to purchase general studies courses, so the existing MOUs are at best a work in progress. The university is still looking for ways to support the dramatic reduction in revenue represented by the loss of general studies contracts—approximately \$1.5 million in the current budget. Some revenue may be made up by increasing tuition and fees, increasing enrollments, and the possibility of legislative backfill. President Dunlop urged each area to coordinate any MOU or other communications through the Executive Staff, to ensure that all agreements are in line with a university-wide MOU under development.

A joint CTC-SU letter is going out to current CTC students soon, to answer (and probably generate) many questions regarding process and policy. The CTC is studying possible names, including Blue Ridge CC and Shenandoah Valley CC. There are pros and cons for each. Shepherd’s position is: nothing with Shepherd in it, since we don’t want to take credit for the good things the CTC will be doing as an independent institution.

Actual enrollment numbers will be hard to come by for this first year of transition, given some of the loose enrollments represented by high school students, NCTC, etc. After the systems have been divided, real enrollments will be much clearer.

Wilgoos: The Faculty Senate has had its first meeting of the semester, and has begun working with various issues: 1) eliminating differences between the Faculty Handbook and the university catalog regarding final exam scheduling, particularly early exams that run over into the next class period; 2) discussing merit pay (no changes recommended at this point); 3) adopting the WVU policy for military students called to active duty mid-semester; 4) affirming that petitions to the Admissions and Credits Committee ought to be thoroughly reviewed by faculty before signing approval, rather than merely “passing the buck” for the decision to the Committee; 5) discussing a possible exit interview process for faculty/staff leaving a position. Invites all to attend the Faculty Senate, as it is an open meeting.

Seffers: Applications for August or December 2005 Graduation are due March 4. Midterm rosters have been sent electronically to faculty. March 1 is the “go-live” date on the new CTC database. CTC preregistration for Summer/Fall 2005 and forward will happen in the new database, not Shepherd’s. A new contract is in place for diplomas through Herff-Jones, who is working on setting up the print templates. 2005-2007 Catalog revisions are coming through, and should be to the VPAA by March 11.

Yanna: Is considering a new synchronized clock system and is seeking feedback. The old hard-wired Master Clock system is broken and too expensive to repair. New GPS-based synchronization technology is available, but it is expensive as well. Feedback from the Council affirmed that students do expect and need accuracy in timekeeping, particularly when moving from building to building, or from one campus to another. Suggested that Residence Halls and networking systems should also be part of the system. Some groundclearing has taken place outside Ikenberry, in preparation for the start of construction for the addition.

Magee: David Thompson is recovering and should be back in just a few weeks. The Governor has approved the sale of bonds for the residence hall building project. On March 7, 5 pm in the Cumberland Room, the community is invited to review the Campus Master Plan again, including new information about the Center for the Creative Arts, the Nursing building, etc. Reiterated information on the new CTC database.

Shaw: Student Government has endorsed new meal plans, offering multiple-meal options for upper-class students. On March 8, Dining Services will offer “A Taste of WV” dinner for \$6 per person. The dinner is part of a culinary competition.

Rohel: PASS can offer only 20 more tickets to the Tibetan cultural performance on February 25 [event has since SOLD OUT]. The reading room in the library will be the open venue for the creation of a mandala, including opening and closing ceremonies.

Adams: Career Services participated in a Career Fair. A Teacher Recruitment Fair will be held on March 17 in the Ballroom. Reported that 17 students interviewed to work at Disney World over the summer. During Spring Break, a team of students and staff will head to Johnson Island, SC, for an alternative Spring Break, working with Habitat for Humanity—which has its own chapter now at Shepherd University. Encourages all to build Relay for Life teams. Announced “Silent No More”, a week-long sexual assault awareness program, 2/28 – 3/3. Joe Jefferson recently spoke to representatives from federal agencies at the National Conservation Training Center (NCTC), regarding cooperative education and internships.

Haines: Committees are in a holding pattern until the legislative session gets underway.

Maxwell: Announced that applications are available in the library for the Scarborough Society Scholarship/Internship program.

Zanotti: Farzad Mahootian has been hired as a ¼-time sponsored-programs director, hoping to locate and generate additional grant funding. The Phonathon has finished its first week with great success, each night beating the previous night’s total! Gives kudos to Jennifer Spataro for organizing the event.

Owens: The logo committee has looked at 12 designs, and has rejected 9 of them. Asked designers to rework the remaining 3. (President Dunlop asked to have the final 3 available for display and input from the community before the committee makes a final decision.)

Wolf: Basketball season is winding down—the last on-campus regular season games are underway. Shepherd University will probably host the first round of tournament games (game time at 7:30 pm—no passes, per conference regulations). Encourages all to come to home games and support the teams. Reported that the electrical difficulties with the new clock and scoreboard have been resolved.

Starliper: March 1 is the due date for non-classified employee evaluations.

Stern: Academic Affairs is nearing the final phase for three Dean searches, including Library, Education/Professional Studies, and Graduate Studies.

M. Carter: Shepherd's default rate on Direct Loans is 4.5%--lowest in several years, thanks to work of Financial Aid office. Students leave Shepherd with an average loan of \$12.5K. Admissions has announced the Fall 2005 Open Houses: October 1, October 15, and November 12. There are still additional dates for Spring 2005 Open Houses: March 26 and **[Marie, I missed this!]**

Kipetz: Encouraged all to support the Pet Calendar project, which is helping to raise funds for Relay for Life. Invites any unit to explore its Noel-Levitz Student Satisfaction Survey results with the Drs. Adams and Dwyer. The designs for the Shepherdstown Streetscape project will be open for community review. The Diversity and Equity Committee is formulating an Incivility Response Team, which will work with individuals and groups in difficulty. Planning initial IRT training at the NCTC during Spring Weekend (April 21-22). Each unit should have a member on the team, and each VP will receive a note to let them know who from the unit has participated. Reported good campus response to campus-wide training on homophobia, including the police department. Commended Valerie Owens and staff especially for 100% attendance at both events.

Perdue: Clarified due date for non-classified employees. (President Dunlop reported that HEPC has requested new money for higher ed salaries—5% average increase. Unsure whether that will come through.)

With no further discussion, the Council adjourned approximately 9:30 a.m.

Respectfully submitted,

Tracy L. Seffers
Assembly Secretary