

Minutes of Administrative Council, 01/20/2005

Cumberland Room

8:00 a.m.

Present: Adams, Benedict, Boyer, M. Carter, Dunlop, Haines, Kipetz, Langford, Lingenfelter, Magee, Maxwell, Owens, Perdue, Rohel, Scranage, Seffers, Segar, Starliper, Stern, Stevens, Sturm, Vigil, Wilgoos, Wolfe, Yanna, Zanotti

Dunlop—We have a new governor! Thanks to those who came to represent SU so well at the Eastern Panhandle festivities—there was excellent turnout, and excellent representation of SU. The new governor sees a window of opportunity to address long-term, unfunded debts. He wants to attract business, and supports K-12 education, but no real mention of higher education. He is mainly interested in the trades over liberal arts (jobs are the goal). The Chancellor's former higher education lobbyist has now resigned to move into lobbying for the American Federation of Teachers. He did not generate positive responses from legislators or educators.

Budgets are still up in the air. Executive Staff will start categorizing and prioritizing budget requests, according to this hierarchy: 1) life and safety, 2) external mandates, 3) internal mandates. The final budget, of course, comes to us in stages: Governor's budget (which will likely include a cut), the legislature, HEPC, and then any resulting input from enrollment. State institutions have identified salaries as a priority. For SU, the greatest challenge currently is the workload increase and enrollment loss associated with the separation of the CTC. Several strategies are in place to try to recoup any budget loss: tuition and fees, legislative assistance. However, it adds another layer of uncertainty to the budget picture, and is likely to remain uncertain for some years.

Maxwell—Thanks to President Dunlop for his visit to the library staff meeting recently. As of February 1, will be back to a full staff. The library will be hosting the Faculty Art Show.

Vigil—A busy start to the semester. The Butcher Center addition project (moving and expanding the Wellness Center from Sara Cree to BC) has selected the architect and feasibility firms, and will be working on developing programming and design ideas this semester. Will be conducting focus groups around campus for all constituents, and encourages full participation from all groups. The Wellness Center is offering free group exercise classes for January, which have proven popular. New website: <http://www.shepherdwellness.com> (President Dunlop reiterated the institution's need for a new Student Center where Sara Cree now stands, according to the Campus Master plan. Moving the Wellness Center is part of that plan.)

Yanna—Planning for the Nursing building is getting off the ground. It will be located on the Circle, opening (tentative) in January 2007. The Residence Life complex project just received 80% drawings. Will be ready to bid in about 2 months, and will break ground by Summer 2005. The Pepsi contract has provided funds to outfit 5 classrooms in White Hall. Depending on the weather, they hope to begin the Ikenberry elevator addition in 4-6 weeks, opening by Christmas 2005.

Wolfe—Basketball season is upon us. Encourages all to attend and support the teams in upcoming games, and enjoy the new seating, new scoreboard, and new sound system in the Butcher Center. Athletics is sponsoring the email reservations of VIP seating, and a \$500 contribution will "purchase" a VIP seat for two years. Athletics and Alumni together purchased the sound system.

Owens—The SU logo redesign project will see the 1st round of designs on February 9.

Segar—is working on a very busy program for the semester—encourages all to visit the website: <http://www.shepherd.edu/mcssweb/> Several upcoming sessions on diversity and gay/lesbian issues are designed for staff development. (President Dunlop commended Tom for funding and programming outreach—helps encourage an atmosphere of civility and respect for all, even those who are wrong!)

Wilgoos—Dr. Warburton resigned last semester as Faculty Senate president, so he is filling out the term. The Senate approved policies last semester on email/electronic communication, tuition waivers, co-op/internships, graduate studies; and has identified problem with final examination policies, when faculty offer exams earlier than the published examination week. He encourages involvement and feedback from all areas. He supported the institution's need for campus renovation as a recruiting tool, and asks for reminders of all meetings where the Senate president is to attend! Congratulated Dr. David Gordon (History) for his upcoming marriage.

Haines—The Legislative subcommittee has met with local legislators, to emphasize our priorities: 1) fully funding the salary schedule; 2) stop cuts to higher education budgets; 3) greater autonomy for the Board of Governors. Feels optimistic with recent changes in the legislature. Has created an ad hoc committee researching the issue of unionization among classified employees. Reminds all that the deadline to apply for Classified Employees' Children's Scholarship is mid-March. (President Dunlop commended Tim and the committee for their work.)

Zanotti—Thanks to President Dunlop, we have received a \$50K gift for the CATF campaign. They are busy grooming potential donors, and have begun a feasibility study to determine their fundraising targets.

Magee—Reminds all that the Campus Master Plan is on the web for anyone to review: http://www.shepherd.edu/university/master_plan.pdf; welcomes questions from anyone. On February 4, will be in Charleston to ask for bond approval for the Residence Halls. Also reporting for David Thompson, who is out on extended surgery leave: IT will begin to quarantine virus-infected student computers, isolating the residence hall networks from the rest of the campus. (Cards to cheer David up can be sent to him at 349 Masters Drive, Kearneysville WV 25430.) Encourages all to check out the new Butcher Center seating (they reduce seating for Commencement); Ken Tyler helped raise the money. The funds for the sound system came from the Pepsi contract pouring rights.

Rohel—Invites all to walk through “The Zone”—renovated games room. Mentioned the kickoff of “Taking It to the Streets”, a commuter outreach program offering coffee, cocoa, and coupons at the corner of King and High Street (Kipetz: we served 150 students!). PASS is bringing the Tibetan Mystical Arts to a three-day residency at SU, including a sand mandala in the library, two lectures, and a performance on February 25, 8pm, in the Frank Center.

M. Carter—Preliminary Spring numbers look good, especially the four-year institution. Freshman FTE are up over 65%, Transfer FTE +28%, Continuing FTE +7%. Graduate headcount has more than doubled. Overall degree-seeking students are up in headcount +6%, FTE +4%. Commends Kim and the Admissions staff.

Scranage—Fall 2005 is already looking good.

Stevens—Spring housing is strong: 97% occupancy rate currently, but they are still verifying. Is working with IT and Admissions for a RAIL-based online housing application for new students. Is working on refining the housing policy, focusing first year students in Gardiner Hall [**Richie—check me on this!!**] Also looking at options in the meal policy for upperclass students.

Adams—President Dunlop commended Quincy for the strong SU support of the First in Your Family program.

Seffers—Add/Drop was busy, bogged down only on the first day by a slow computer system. Working on developing and communicating changes to registration and scheduling for the CTC in view of the upcoming database split. Calendar Committee has met and is working on a 3-year cycle of calendars which include a Fall Break. The deadlines for the new 2005-2007 catalog are coming up this semester. 2003-2004 Shepherd University diplomas have been unacceptably delayed at Jostens, so we are communicating with our graduates, and are seeking a contract with another company who can expedite them.

Langford—several pending projects include replacement of fire alarms in Miller Hall, new residence hall furniture, the continuing renovation of McMurrin Hall, redesigning the campus entrance on Route 480.

Stern—March 7-8, the North Central Association team will be on campus to look at our new programs and new graduate status. Recently, he met with Steve Nichols, Jefferson County Schools Superintendent, who expressed great interest in our Master of Arts in Teaching, as well as a possible teaching track in Spanish Education. He will also visit with Manny Arvon in Berkeley County. Is conducting major searches; one that was concluded in the Fall is the appointment of Sara Maene as Institutional Research Coordinator, effective August 1.

Benedict—All of the Deans extend a thank you to all offices for a very smooth opening to the semester, one of the best in recent memory. The Center for the Contemporary Arts will be the new building project housing Art and Theater. He recently gave the Board of Governors all the financial planning information for the project, and an architect is coming in soon. They have divided the project into 3-5 phases: 1) Art studios for the “dirty” arts; 2) art studios for the “clean” arts, lecture halls, theaters; 3) residential component. He recently visited the Clarice Smith Center at the University of Maryland campus, as a part fund-raising, part information-gathering—very impressive, gathered some new ideas as well.

The meeting adjourned at approximately 10:00 a.m.

Respectfully submitted,

Tracy Seffers
Secretary to the Assembly