

Minutes of Administrative Council, 09.15.2005
8 a.m., Storer Ballroom

Present: M. Carter, Dunlop, Dunn, Haines, Johnson, Langford, Anne Lafferre, Catherine Daniel, Magee, Maxwell, Owens, Rohel, J. Siler, Shaw, Seffers, Scranage, Starliper, Stern, Stevens, Thompson, Vigil, Willgoos, Wolf, Yanna, Zanotti.

Dunlop—Opened the meeting at 8 a.m. Latest news from Charleston: two bills related to salary issues have come forward. An AFT-supported bill--which added a faculty increment and called for an equal-share raise across the board--did not pass. The bright news here is that we are free to follow our institutional salary policy. The bill that passed allows for an average of \$900 annual raise, but is not effective until November, essentially reducing this year's raise to \$600. Further, the bill does not cover increased fringe benefits costs, and applies only to staff already on state budgets: for example, no state monies are budgeted to fund the raises for auxiliary units; rather, the auxiliaries will have to fund raises for their staff out of their existing budgets.

Fortunately, we anticipated this, and have a budget in place that allows for a higher average raise than the governor has provided for with the new bill. Once we have more details about final budget numbers, a general campus announcement will go out. We anticipate being near the top of the range of raises that other state schools will be providing.

Chancellor Mullins will be moved to faculty emeritus status. The HEPC has set a fairly aggressive date of January 1 to have a new chancellor in place; in the meantime, Dr. Bruce Flack at the HEPC will serve as interim Chancellor.

An important question regarding our ability to pursue bonds in support of capital projects in the future has not yet been answered: whether fees that support the debt service on bonds are to be included in and limited by the existing fee cap (9% max). LOCEA has challenged the HEPC on this issue. Applying the cap to these fees may mean that institutions (including Shepherd) may end up defaulting on bonds, so HEPC holds that these fees should be exempt from the fee cap. Until the question is resolved, we cannot move forward on projects like the Student Center, Wellness Center, and others.

Willgoos—Monday, September 19, will be the first meeting of the Faculty Senate. The primary agenda item will be calendar-related issues: a proposal to begin and end a week later beginning with Fall 2006, and to eliminate the Fall Break in order to do so. The Senate will probably open discussions of the 13-week semester calendar proposal.

Rohel—The PASS calendar is available and distributed campus-wide. Upcoming dates for other activities:

- Commuter Connection, Oct 7
- 10th Annual Appalachian Festival, Sept 30-Oct 1
- Ghost Hunter, Sept 21, 8pm
- Family Weekend, 23,24
- 8-Ball Tourney, Sept 23

Wolf—The football team is currently at 3-0 in non-conference play. Men's Soccer is at 4-0-1. Other teams are doing all right. The remaining home football games are October 1, 8 (Hall of Fame), 30 (Homecoming), and November 5. Volleyball team plays first home game on Saturday at 11am and 1pm. Encourages all to come see the soccer matches next week.

(Vigil: Is it possible that SU will host a playoff game? Wolf: We are considering our options. We must submit a bid, must pay \$10K to the NCAA regardless of the gate take, and cannot allow passes except for players and team staff. So hosting is not without its problems, but is a possibility, and something we are looking at.

Starliper—Reminder of late evaluations and PIQs that need to be on file.

Stern—The Foundation is presenting a \$1000 Distinguished Professor award to Dr. Yul Rhee.

Yanna—During the summer months, clocks in the classrooms and general academic areas were upgraded to GPS-synchronized atomic clocks, which are always accurate, and always in sync with each other. This was important to eliminate the sometimes-significant time variance between buildings and campuses.

The new loop road on West Campus is looking for an official name to comply with 911 systems, and to aid in UPS and other essential deliveries. Dr. Dunlop suggested University Drive, but is open to suggestions prior to sending a recommendation to the BOG, which must approve all road and building names.

The Center for Contemporary Arts design phase is nearing completion. Public meetings on 9/28 will allow for comments from all interested groups: 1pm—students; 3pm—faculty-staff; 5pm—students, faculty, and staff; 7pm—Shepherdstown residents.

The Ikenberry elevator addition is back on track after some contractor delays. Mid-October looks to be the completion date.

The McMurrin renovation is pretty much on schedule, though some re-testing of lead and asbestos has been necessary. Some from the town have expressed an interest in keeping the natural red brick color intact, but the result may look "patched" due to years of varying colors of brick used in previous renovations, and will require a lengthy review-and-comment process.

The residence hall project is cruising right along and on time. University Drive is open, and water lines are being dug. Work will soon commence on the road behind the Athletic Fields.

The parking lot behind Sara Cree will soon have access controls installed. The lot size will be reduced with the new building project, but there will be new road access to Rt. 480.

The old Rt. 480 bridge will be dynamited in a few weeks, so snow fences will go up soon to help control access and protect people who want to watch the process. An announcement will go out specifying the date and time.

Current under discussion is the development of a regulation soccer field, with various locations suggested. The dirt fill generated by the Sara Cree construction project will be stockpiled to be used in building new athletic fields as well as other needs, at a significant savings to the institution.

Haines—The statewide ACCE meets November 11 at Shepherd University. Reminds all offices that Staff Development funds are available for classified staff, and encourages applications.

Scrannage—October 1 will be the first Admissions Open House, and will include a Tailgate Party. Encouraged all to come out and introduce themselves to prospective students.

Owens—Senator Byrd's Constitution Day address will be televised nationally through C-SPAN live from the Storer Ballroom.

Anne Laffere, SGA President, and Catherine Daniel, SGA Vice President—The Student Government Association is busy with many projects already. The theme of the semester is “organizational unification”, an attempt to change the culture of competition between organizations for resources. Invited staff and directors to the SGA meetings, held Tuesdays at 5pm, in White Hall's Jefferson Room.

Stevens (for Kipetz)—The Student Leadership Conference was very successful. Sharon has been called to active duty with the Red Cross, and will return on 9/26/05.

Johnson—MLT is off to a great start this semester, beginning with the Student Leadership Conference. She will be taking the MLT to conduct presentations at Jefferson High School and at an elementary school in DC.

Shaw—Rambler sales have increased 7 ½% over last year; meal equivalencies have increased by 4%. Invited all to a Carnival-themed evening in the Dining Hall, 5-7pm on Tuesday, 9/20, including games and typical carnival foods.

Vigil—Reports that with the recent successes of the athletic teams, sales of SU athletic-themed items have greatly increased.

Magee—Approved budget increases should be in place already.

Seffers—Applications for May 2006 graduation are flowing in. We have just under 200 candidates for December 2005 graduation. Final Semester Reviews for the December candidates are already out to the students and their advisors. Spring 2006 scheduling information is coming in as well.

The Calendar Committee has met and is looking at shifting the Fall 06 and Fall 07 calendars forward a week. Will likely involve removing the (attempted) Fall Break.

The Commencement Committee has not yet met, but will meet in October. Looking at a slight redesign of the diploma involving blue and gold foil embossing.

M. Carter—Enrollment figures look strong: Overall headcount, 3928 (5.6% increase); overall FTE, 3324 (4.32% increase). New students increased only slightly, primarily because we increased the ACT minimums for admission. In Fall 2004, for example, we admitted 107 new students with ACTs below 17, and half of those dropped out during or after their first semester. In Fall 2005, we admitted only 13 new students with ACTs below 17, so we are replacing those numbers with stronger students. Lower-scoring new students may have opted for the CTC.

(Dr. Dunlop reported that statewide for freshmen in 2004-2005, WV residents performed better overall than in previous years, and out-of-state residents did less well. Suggested that WV high schools are doing a better job preparing students for postsecondary education. He also suggested that we may not see those students who transferred their applications to the CTC in the future, since they can transfer fairly easily to Mountain State University right in Martinsburg.)

Retention will be Enrollment Management's focus this year. Marketing will be ever more important, to help us counteract the increased competition from WVU, which is reaching out aggressively to the Eastern Panhandle, including requesting special funds to increase academic programming in Martinsburg.

Zanotti—Reminded all of the Tip-Off Banquet fundraiser, October 11, supporting the Men's Basketball program. Coach Beeline from WVU will be the guest speaker. In response to the inevitable questions about inviting the competition to speak at our own events: many, many WVU fans (and their money) will be drawn to the event because of him.

Upcoming alumni reception in Atlanta

Quality donor research is underway, and is essential going into the new capital campaign led by Dr. Dunn.

Siler—This is a very busy time: Athletic Hall of Fame, Golf Tournament, Football Reception, Pig Roast. Is working with specific units on their fundraising needs, and is looking to expand the 2005-2006 Annual Fund Campaign beyond the usual phone-a-thon. Continues work on developing the Alumni and Advancement websites, with thanks to Tim Haines for his work. Participated in the Student Leadership Conference, which was very positive and fruitful. The Alumni Board is up to 25 members, all strong and enthusiastic Shepherd supporters.

Thompson—Everyone worked very hard over the last two semesters to create two distinct databases—an amazing feat! Though both systems are successful and fully operational, existing in two databases becomes an enormous resource issue, with some offices carrying the primary burden of operations. The move to a Linux system has also been painful, though perhaps less so than a database split. (The Registrar is dubious about this.) A new Macintosh OS system will mean that Mac users will finally be able to integrate fully with existing PC-based campus systems. IT Services will be spending some time trying to “heal” from all of the changes, and to document our current systems.

The faculty roundtable on Teaching and Learning with Technology is discussing many issues that have needed some attention for a while: Web CT, “smart” classrooms, mobile/wireless campus networks. Other issues involve the extent to which we continue building more computer labs, how we dedicate resources to staffing and maintaining them, and how we track lab usage. He continues to notice a technology “gap” for incoming students, who may have old or incompatible systems, and is working with vendors to find discounts for students purchasing new systems.

Langford—Current projects: furniture bids for new residence halls, a new logo for Shepherd University, and a solicitation for bids for a restaurant at the Community and Technical College.

The meeting adjourned at approximately 10 a.m.

Respectfully submitted,

Tracy L. Seffers
Secretary to the University Assembly