Minutes of the Administrative Council
January 17, 2008
Storer Ballroom
8:30 am


President Shipley welcomed all to the meeting. Her suggested format for future Administrative Council meetings was approved, designating the first meeting of each semester as the traditional roundtable, and subsequent meetings devoted to specific presentations on topics to be determined by the Council. Spring 2008 meetings will focus on Service Learning (February, with Holly Frye) and Strategic Planning and the Public Liberal Arts Education (April, with Dr. Stern).

Zanotti (Advancement): Advancement is in the middle of year-end processing of donations. Once we are finished, the campaign should be totaling around $4.2 million, and includes some really large recent donations. The Alumni Office is reorganizing after Jen Spataro’s departure, so thanks for your patience!

Hammond (Classified Employees Council): The Classified Employees luncheon is coming up with some menu changes. The CEC is working with the Human Resources department on improving and expanding opportunities for staff development and training.

Magee (Administration and Finance): Processing budget requests is coming soon, under the new expanded committee, which allows greater input to the budget process.

Maene (Institutional Research): Many state and federal reports are approaching, and thanks to all of the many offices who help during the reporting process. The Spring 2008 early census data should be available after 2/15.

Stern (Academic Affairs): This semester, the Strategic Planning Committee is working primarily with its Steering Committee and subcommittees. A new major in computer engineering is offered beginning Fall 2008, and will be advertised broadly to attract new students.

Hicks (Education and Professional Studies): Has just returned from Jamaica, where they are developing partnerships for teacher education exchange programs. Expect a February evening information session for the participants to share their experiences and plans.

Wolf (Athletics): The new Field Turf is being installed in the stadium, and depending on weather, they are hoping for spring practice and games to be held on the new surface. The basketball season is underway, and all games are double-headers within the WV conference. Please come and support our teams!

Owens (External Affairs): Is soliciting ideas for special feature stories for the website.
Shurbutt (**Faculty Senate** and **WV-ACF**): The legislature is on the move, including discussion of allowing faculty/staff dependent tuition waivers as exceptions to the 5% tuition waiver cap. The senate is also considering proposals for summer teaching salaries, and ways to keep retired faculty involved with Shepherd University.

Renninger (**Center for Teaching and Learning**): Assessment reports were due 1/10. Thanks to those who submitted reports on time—we still need others to submit reports.

The First-Year Experience Task Force has read all 22 books nominated by the community for the Fall 2008 **One Community, One Book** selection, and has narrowed the field to 5, which will be on display for the community’s review and eventual vote:

*The Color of Water*, by James McBride  
*A Long Way Gone*, by Ishmael Beah  
*War is a Force that Gives Us Meaning*, by Chris Hedges  
*Small Wonder*, essays by Barbara Kingsolver  
*Persepolis*, a graphic novel by Marjane Satrapi

Sheridan (**Scarborough Library**): A new book retrieval service is available through the library website. The library recently dropped the “nuisance fees” charged for Interlibrary Loan requests.

M. Carter (**Human Resources**): A reminder that all new employees should file the I-9 form before beginning employment. They may not work beyond their third day of employment if they have not completed the form. This is a very serious federal requirement, and is a particular issue with new adjunct faculty. To avoid federal compliance issues, or problems with continuing employment eligibility, new employees must go the HR Office to take care of this. Previously, I-9s were processed at different locations on campus and now they are done at the HR Office.

Perdue (**General Counsel**): Grover Boyer is out on sick leave. Sergeants Brown and Kelvington are available for assistance.

Friend (**Admissions**): Two open houses are scheduled for this spring: March 29 and April 19. Creosote Affects, our marketing consultant, has completed work on all direct mail publications, and those are in the process of shipping now. Samples will be distributed campus-wide.

Scranage (**Enrollment Management**): The Enrollment Management Committee is working on an HEPC mini-grant on retention. A sub-committee is conducting the search for a Retention Specialist, and one candidate will be interviewing on campus on 1/22. Many marketing initiatives have been put in place: graduate and undergraduate radio spots, billboards, promotional DVDs, TV commercials, and one walking tours of campus by streaming video.

Stevens (**Residence Life**): Spring 2008 housing re-opened with few incidents. New RA applications are coming in; staff and faculty can nominate good students. IT Services is working on an online Residence Hall application process.
D. Yanna (Facilities): The occupancy issues for the CCA will hopefully be resolved by 2/15. The Wellness Center project has been hampered a bit by the discovery of unsuitable soil, but it is unclear yet how long the project will be delayed—perhaps a month to replace the bad soil. A new electrician, Brad Ring, has joined the staff. Work on Route 480 lighting has begun: the box fixtures being installed are designed to prevent light pollution in the surrounding neighborhoods and roads.

Rohel (Student Center): The next Late Night in the Zone event is 1/25 and needs volunteers! Most of the renovation work in the lower level Student Center has been completed.

Vigil (Bookstore): The bookstore has been very busy with students returning to classes. He is in the process of hiring a group exercise and wellness coordinator for the new Wellness Center.

Adams (Student Affairs): Chris Johnson’s car was demolished last week, so she is unable to attend. Several upcoming events from Multicultural Student Affairs:

- 1/22 Martin Luther King Day Celebration with speaker Rudy Bropleh in the Byrd Center for Legislative Studies 7pm
- 1/30 Chinese New Year Dinner with performance by Tai Yim's Lion Dancers; co-sponsored with Dining Services; 4:30-7pm
- 2/18 Screening of the film Tsotsi in Reynolds Hall. Discussion led by Dr. Darboe. 7pm. Co-sponsored with Shepherdstown Film Society
- 2/27 Soul Food Dinner with performance by Lea. Co-sponsored with Dining Services. 4:30-7pm

Anderson (Dining Services): A new gourmet cappuccino/espresso machine has been installed in the Ram’s Den. Several interesting theme meals are coming up this semester. A major electrical renovation will take the Dining Hall offline during May and June, so keep this in mind when planning summer events!

Seffers (Registrar): 194 students graduated at the end of Fall 2007. The Commencement Committee will soon be calling for faculty and staff volunteers for May 2008 commencement, which is always a joyful day—please consider it, if you have not volunteered before, and please return if you have! The Calendar proposal brought forward at the Fall 2007 Assembly has been endorsed by the Student Government Association and by the Faculty Senate (though by a very slim margin, with opinions sharply divided on disciplinary lines), and is being discussed by the Classified Employees Council. John Sheridan and Keith Alexander spent time recently in our record vault to inspect several volumes of Storer College records reflecting students from 1888 – 1955, with hopes of identifying funds to digitize the records, preserve the documents, and make them available for research.

Bennett (Financial Aid): The office has been very busy with students trying to pay their tuition bills. Currently conducting two student surveys: 1) asking for estimates of the true costs of attendance (beyond the usual tuition and fees, to include travel, daycare, books, etc) in order to
update the institution’s estimate of cost in the federal financial aid formula; and 2) asking for information on why they seek private or alternative loans in addition to federal loan programs. The Free Application for Federal Student Aid (FAFSA) for 2008-2009 is available online, and they are conducting a huge marketing campaign to encourage students to file early! Many thanks to James Vigil (shirts and buttons) and Scott Anderson (table tents) for their help publicizing the FAFSA. The office will also be offering several workshops both on- and off-campus to assist students and parents to file early and accurately.

Dronsfield (President’s Office): Very glad to join the community!

D. Jones (Major Gifts/Advancement): Currently wrapping up fund-raising efforts for field turf, and are developing a new field turf web page which will include online donations for turf.

President Shipley: Senator Rockefeller will be on campus Sunday to announce his re-election campaign. We are not involved in promoting the event at all: so that Shepherd does not appear partisan in any way, we are only providing the facilities as we would to any outside group who pays; the campaign itself is managing all its advertising and attendance functions.

The Board of Governors retreat emphasized:

- First Year Experience as a critical link to retention
- A strong interest in student/faculty/staff presentations, about 20-30 minutes long. Contact Shelli if you are interested in presenting to the Board.

The meeting was adjourned at approximately 9:35am.

Respectfully submitted,

Tracy Seffers, Secretary to the Assembly