

## *Minutes*

### **Annual Spring Meeting of the Shepherd College Assembly**

**Monday, April 12, 2004**

**4:10 p.m.**

**Reynolds Hall**

Dr. Laura Renninger, Assembly Moderator, called the Assembly to order at 4:10 p.m.

I. Fall 2003 Assembly minutes were approved as distributed.

II. Dr. Sharon Kipetz thanked volunteers from staff, faculty, and administration who have continued to assist Student Affairs during the asbestos crisis.

III. Proposed constitutional amendments were discussed (Renninger):

- 1) Article V, Section 4: Changing name of “Affirmative Action Committee” to “Diversity and Equity Committee”;
- 2) Various changes to the By-Laws of the Shepherd College Faculty Senate (full text of changes available on MinWeb: <http://www.shepherd.edu/minweb>);
- 3) Article III, Section 3: Change wording related to the meetings of the Assembly Cabinet.

Voting procedures described (Tracy Seffers, Assembly Secretary): Ballots distributed on the 5<sup>th</sup> class day after Assembly (Monday, April 19), and to be returned on the 5<sup>th</sup> class day after distribution (Monday, April 26).

***Voting results: The proposed amendments were approved, 88 For, 9 Against.***

IV. The Faculty of the Assembly was asked to approve the 2003-2004 candidates for graduation (Tracy Seffers, Registrar). Moved and seconded to approve. Approved by acclamation.

V. Results of Assembly elections:

Moderator: Dr. Renninger will step down as Moderator. Dr. Bruce Kelley was nominated from the floor; nomination seconded. Approved by acclamation.

Secretary: Ms. Seffers agreed to continue. Approved by acclamation.

Parliamentarian: Dr. Joyce Webb nominated from the floor; nomination seconded. Approved by acclamation.

Faculty Representatives to Student Life Council (two): Dr. Robert Wilgoos and Mike Jacobs were nominated from the floor; nominations seconded. Approved by acclamation.

VI. Highlights of Reports to the Assembly:

A. Advisory Council of Classified Employees (Harbaugh)

ACCE was successful in getting **Series 8, Personnel Administration Rule** returned as a legislative rule. This rule makes it more difficult to institute harmful changes in the areas of seniority, upgrades/downgrades, etc. ACCE was also successful in repealing the language that would have allowed institutions to make reductions in force without regard to classified staff seniority, in order to fund the annual increment. Beginning in July, the ACCE will be allowed to communicate directly with the HEPC rather than through the Chancellor.

- B. Advisory Council of Faculty (Shurbutt)  
ACF continues to follow many issues of interest to faculty. For example, the state is considering revisions to the D/F repeat policy, including one proposal that would extend the policy well past the first 60 hours of attempted college work. Dr. Shurbutt will continue to represent Shepherd on the ACF during the next year when she will be on sabbatical.
- C. Board of Governors (Henriksson)  
The Board of Governors approved the updated Master Plan, which is on reserve at the Library.
- D. Student Life Council (DeVito)  
Student Life Council sent a recommendation in favor of the change to Shepherd University to the Student Government Association and President Dunlop. It has also updated the Student Handbook, and working on recognizing student clubs and organizations.
- E. President of Faculty Senate (Warburton)  
A Faculty Senate website is under construction. The Senate has been working with the Foundation and Alumni Offices to create a Faculty Scholarship program.
- F. Chair of Classified Employees Council (Haines)  
Tim Haines is taking over from Anna Mary Walsh as Chair of the Classified Employees Council. With the division of the CTC and the University, Ms. Walsh can no longer serve on a University council. The CEC has created a Legislative Issues subcommittee, and an Evaluation and Supervision subcommittee, highlighting areas of concern to the CEC.
- G. Office of the President (Dunlop)  
Dr. Dunlop discussed the handing of the Shaw/Thacher asbestos situation, and commended the Student Affairs staff as well as the campus community as a whole for their work and support.

The budget situation will, as always, be dependent on enrollment in Fall 2004, but he remains hopeful that a 2.8% overall increase in the salary budget will become effective in October. Is not sure yet if it will be retroactive to July 1.

Applauded the Fall 2003 launch of a new graduate program, and proposals for five additional programs already in the works, for launch perhaps as early as Fall 2005: Master of Arts in Teaching, Master of Business Administration, Master of Arts in Music Education, and a Master of Arts in Student Development and Administration.

Discussed the name change, with the Governor expected to come for an official signing of the bill in the Fall.

VII. Several retiring faculty and staff members were recognized by President Dunlop and the Assembly, and were applauded for their service to the institution. A reception in McMurrin Hall followed.

The Assembly adjourned approximately 5:30 p.m.

Respectfully submitted,

Tracy Seffers  
Secretary to the Shepherd Assembly