

Annual Spring Meeting of the Shepherd Assembly

Tuesday, April 25, 2006

4:10 p.m.

Reynolds Hall

Minutes

I. Approval of Minutes, Fall 2005

The Fall 2005 Assembly minutes are located online at:

http://www.shepherd.edu/minweb/assembly_fall05.pdf

MSP to approve the minutes as distributed.

II. Approval of Candidates for Graduation

Ms. Tracy Seffers

The roster of 2005-2006 candidates had been distributed electronically to faculty prior to the Assembly. The faculty members present MSP to approve the list of candidates as distributed.

III. Elections—each position had a single nominee, and each nominee was approved by acclamation. The 2006-2007 positions are as follows:

A. Moderator—**Dr. John “Quincy” Adams**

B. Secretary—**Ms. Tracy Seffers**

C. Parliamentarian—**Dr. Anders Henriksson**

D. Faculty Representatives to Student Life Council—**Dr. Alan Tinkler**, *who will serve a 2-year term through 2007-2008. Dr. Clarissa Mathews continues her 2-year term through 2006-2007.*

E. Advisory Council of Faculty Representative—**Dr. Sylvia Shurbutt** (*continuing her 2-year term through 2006-2007*)

IV. Reports to the Assembly

A. Advisory Council of Classified Employees

Mr. Ken Harbaugh

a. No report

B. Advisory Council of Faculty Dr. Sylvia Shurbutt

- a. Report submitted electronically, *attached*

C. Student Life Council Dr. lynne hannah

- a. The Student Life Council has been busy this year working on a review of the Student Handbook, which is now complete. Another ongoing project, the Discrimination Review subcommittee examined the forms used for student groups to determine if there was any language that might be exclusionary.
- b. Dr. Willgoos commended the active student leadership in evidence on the Student Life Council.

D. President of Faculty Senate Dr. Robert Willgoos

- a. This will be Dr. Willgoos' last year as President of the Faculty Senate. The Senate has covered many topics this year, and except for the Calendar, no issue has been particularly contentious. Some of the topics included campus parking, faculty pay, new criteria for promotion and tenure (an on-going conversation), and the Master Professor program. Dr. Willgoos expressed his gratitude in particular to the Senate committees and their chairs, which is where most of the work is done, discussing the issues in detail before bringing them to the Senate. He also expressed special appreciation to Dr. Sylvia Shurbutt, for her excellent work communicating legislative issues to the faculty; and to Dr. Scott Beard, for the excellence of his Faculty Senate minutes.

E. Chair of Classified Employees Council Mr. Tim Haines

- a. No report

F. Office of the President Dr. David Dunlop

- a. Dr. Dunlop commended both Dr. Willgoos and Dr. Shurbutt for their excellent work within the faculty. Three topics for his Spring report:
 - i. Community relations. Many misunderstandings persist within the surrounding community regarding university students, faculty, and campus projects: blasting, construction, parking, police, etc. The high level of concern on these topics is a good measure of how important Shepherd University is to the community. But we probably have not done as good a job communicating as we could have. External Affairs (Tim Haines) has created a website, soon to be advertised, to track construction projects, advertise town hall meetings, show the progress of jobs, etc. He commended Tim on both the quality of the site and the speed with which he brought it online. He will be working with all areas of the campus, as well as town leaders, to review

and increase the rate of clear communication with all constituents.

ii. Budget for Fiscal Year 07. We did quite well in the upcoming budget year, but many external mandates have to be paid for out of the increase in our base budget: debt service on a new Wellness Center/Pool, the faculty annual increment pay, salary increases mandated last year but which went unfunded, increased utility costs, etc. Once the debt service is paid on the new building, however, that money remains in our base budget, which is good news.

iii. Salaries for 2006-2007, a closely-related topic. Since so much of the increase in base budget is taken up paying for external mandates, we are looking to increases in student tuition, new enrollments, and retention of current students to improve the salary picture overall. We are already committed to a 4% average increase, so any increases based on student tuition, enrollment, and retention will serve only to improve that percentage (some schools are waiting on student numbers to decide if they can give any raise at all). Because we are dependent on student revenue, we must wait until the Fall semester is underway before committing to an amount; however we are committing to providing as much as we responsibly can, as soon as we responsibly can.

VI. Recognition of Employee Milestones

Dr. David Dunlop

The following faculty and staff members were recognized with warm applause and a framed certificate of appreciation.

Retirement

Ms. Myra Ault (1988-2006)

Mr. Marty Boyer (1972-2006)

Dr. Ellen Sallee (1994 -2006)

Ms. Libby Sturm (1998-2006)

Ms. Elsie Willingham (1989-2005)

45 Years of Service

Dr. Carl Bell

Mrs. Agnes Tabler

40 Years of Service

Ms. Barbara Maxwell

35 Years of Service

Mr. Dow Benedict
Mr. Marty Boyer
Dr. V. J. Brown, Jr.
Dr. Michael Jacobs
Dr. E. William Johnson
Mr. Karl Wolf

30 Years of Service
Dr. Geraldine Crawley-Woods
Ms. Brenda Feltner
Dr. Richard Gibson
Dr. Douglas Horner
Mr. Dale Hunter
Mr. Lay Huor
Ms. Melinda Landolt
Ms. Lexa Long

25 Years of Service
Mr. Dave Grove

20 Years of Service
Dr. Momodou Darboe
Ms. Ann Henriksson
Ms. Cheryl Layton
Dr. Joseph Merz
Dr. Edward Snyder

The Assembly then adjourned to a reception honoring these employees in McMurrin Hall.

Respectfully submitted,

Tracy L. Seffers
Secretary to the Assembly

Advisory Council of Faculty

2005-06 Report Card

The Advisory Council of Faculty (ACF) was established by the West Virginia Legislature as an advisory body to

- 1) the Legislature,
- 2) the Higher Education Policy Commission (HEPC) and Community and Technical College (CTC) councils,
- 3) local boards of governors, and
- 4) faculty constituents.

Faculty issues and concerns are discussed among the members of the ACF, with institutional senates and assemblies, and with faculty constituents. All major issues are approved by faculty senates and/or assemblies (see *Higher Education: The Engine of Economic Development, 2005-06*, or visit www.wvacf.org). The following is a brief overview or “report card” on ACF activities during the academic 2005-2006 years.

1) July 17-18, 2005: ACF Blackwater Retreat. Preliminary issues and concerns were adopted, focusing on “**parity**” theme; 2006 legislative theme adopted (*Higher Education: The Engine of Economic Development*). ACF members took issues and concerns to their senates/assemblies for approval. **New logo and website** were adopted. **Election of ACF Officers** included Sylvia Bailey Shurbutt, chair (Shepherd U), Leslie Lovett, vice-chair (Fairmont CTC), Patricia Shaffer, secretary (WV State U), Ann Rose, webmaster (West Liberty State).

2) September 14, 2005: Higher Education Faculty requested that HEPC Chair Eros include faculty at some stage in **Chancellor Search**. ACF asked HEPC to assure that all institutions offer fair and well-articulated **merit plans**, consistent with institutional missions and that plans be periodically reviewed.

3) October 14, 2005: ACF members were appointed to legislatively mandated **Faculty Study Commission**: (Leslie Lovett (Fairmont CTC), Ben Miller (Marshall U), Betty Dennison (Marshall CTC), Sylvia Bailey Shurbutt (Shepherd U). Co-chairs include C. B. Wilson (WVU, Administrative Representative) and Sylvia Bailey Shurbutt (ACF Chair, Faculty Representative).

ACF Formally Adopted of 2005-2006 Faculty Issues:

♣ Parity with Peer Institutions:

- 1) **Provide legislative funding for WV Higher Education at or above the National Average.**
- 2) **Provide legislative funding for new faculty positions in order to assure quality Higher Education programs.**
- 3) **Reinstate Code 18B-8-3, Item ©, the Minimum 10 Percent Salary increase upon Faculty**

promotion in Rank.

♣ Parity with Public School Teachers:

1)

Extend “K-12” funding priorities to include “P-20,” in recognition of the critical position of Higher Education in today’s global economy.

2) ***Close the 1.5% gap between K-12 and Higher Education employees in State retirement contributions.***

3) ***Allow Higher Education employees the right to serve in the Legislature, as do K-12 employees.***

♣ Parity with All Other State Employees:

1) ***Put into code and provide funding for the Annual Incremental Pay (AEI) for Higher Education Faculty.***

4) December 8, 2005: ACF Faculty Presentations to HEPC and CTC councils
(see ACF website at www.wvacf.org).

6) December 13, 2005: ACF Faculty Presentation to Joint Education Committees. Faculty issues were laid out for legislators, and *Higher Education Faculty Resource Directory* was presented. (The directory was requested by legislators in 2004—see www.wvacf.org.)

7) December 15, 2005: ACF Legislative Mailing. The ACF brochure was sent to each WV state legislator, detailing the 2006 higher education faculty issues and concerns, along with a letter from the Advisory Council of Faculty informing legislators about the *Higher Education Resource Directory* and ACF website.

8) January and February 2006: ACF Position Papers on PROMISE were sent to House and Senate Education Committee members, requesting full-funding for PROMISE without tuition increase limits and detailing the positive data and economic benefits accrued from PROMISE. **Outcome: Promise was fully funded at \$40 million and the tuition cap extended to 7.5 %.**

9) February 1, 2006: ACF Position on HB4049, Faculty representation on HEPC, was sent to House and Senate Education Committee members (February 1, 2006). **Outcome: The issue was not approved by the legislature.**

10) January-March, 2006: ACF Position Papers on AEI (Annual Experience Increment) were sent to House and Senate Education Committee members, detailing rationale for including faculty in incremental pay, for considering 9-month contract faculty as full-time, and for requesting full-funding for AEI. **Outcome: SB587 was approved for all full-time faculty (9-month faculty included); the**

measure was fully funded by the legislature.

11) January-March, 2006: Members of the **ACF Legislative Advisory Committee** (Mike Lastinger (WVU), Ben Miller (Marshall U), Betty Dennison (Marshall CTC), Leslie Lovett (Fairmont CTC), Connie Moore (Fairmont U), Sylvia Shurbutt (Shepherd U), Mike Ditchen (WVU Tech CTC) and John David (WVU Institute of Technology) attended House and Senate Education Committee meetings in order to support faculty issues.

12) March 2006: ACF developed a position on “Meet and Confer” (now “Meet and Consult”), noting that ACF issues and concerns are vetted and approved at each institution and that faculty themselves best understand higher education issues.

13) March 2006: ACF Position Paper issued to legislators in support of Advisory Council of Classified Employees (ACCE) Legislative Issues.

14) March 3, 2006: Higher Education Faculty Day at Legislature. ACF members and representatives from higher education institutions across the state met with key legislators in House and Senate Education Committees and in Finance Committees, as well as with Governor Joe Manchin to discuss faculty issues. A Higher Education Faculty display was erected at the entrance to House Chamber, and faculty were introduced in the Senate by Senator Plymale. Follow-up letters were sent to all key players in the legislature concerning the AEI issue. ACF members across the state encouraged their constituents to contact their legislators.

15) March 27, 2006: ACF Position on Selection of Peer Institution sent to Chancellor Flack.

16) March 2006: ACF met with Dr. Brian Noland, finalist applicant for position of **Chancellor**. Dr. Patricia Shaffer, ACF secretary, represented the ACF in the process. **Outcome: Dr. Noland, a native of West Virginia and Associate Executive Director for Policy, Planning and Research for the Tennessee Higher Education Commission was selected Chancellor for West Virginia Higher Education.**

17) April 2006: Letters thanking House and Senate Education Committee members for their support of faculty issues were sent on behalf of higher education faculty.

18) April 24-25, 2006: Conference on Internationalizing the Curriculum. The ACF members and university representatives across the state attended the conference in Charleston, for the purpose of exploring ways to internationalize higher education and the higher education curriculum, thus making WV students more competitive in the global economic environment.

19) July 9-10, 2006: ACF Retreat planned at Twins Falls to determine 2007 higher education faculty agenda.