

**Meeting of the Shepherd University Assembly Minutes  
Fall 2014**

Monday, September 29, 2014

4:10 p.m.

Erma Ora Byrd Hall Auditorium

**I. Call to Order — Christian Benefiel**

**II. Approval of Minutes of the Spring 2014 Assembly Meeting — Christian Benefiel**

*Minutes of the Spring 2014 Assembly were unanimously approved as distributed.*

**III. President's Report – Dr. Suzanne Shipley**

- 1) Today's talk will focus on the metaphor of a road trip.
- 2) Discussed Strategic Pathways from the history of President's time at Shepherd University, and those that we've accomplished over that time period.
- 3) Encouraged all to look forward stating, "the destination lies ahead, not behind."
  - a. Today we are looking at a "hybrid vehicle" metaphor of higher education (one that is sustainable), as opposed to the "Rambler station wagon" (old gas guzzler) metaphor of education.
  - b. Negative pressures include:
    - i. Continued competition for students
    - ii. Lagging state support
    - iii. Increased federal oversight
    - iv. Public criticism and disapproval of higher education
    - v. Pressure on pricing for higher education
    - vi. Increasing student debt
  - c. Positive Factors include:
    - i. Increasing independence financially from state
    - ii. Great deliberation and commitment by families and students attending
    - iii. Excellent faculty and staff
    - iv. Successful external and donor funding
    - v. Increasing reputation as COPLAC leader
  - d. What is ahead?
    - i. Attention to professional preparation
    - ii. Senior and capstone experiences
    - iii. Approval of Doctorate of Nursing Practice
    - iv. Business program review in place regarding how we appeal to those who want to study business.
    - v. Academic structure review – Does the academic structure of 4 schools fit that we have now?
    - vi. Next steps with master plan – We hope to return to our master plan to make capital changes. But for now, it is really about us - salaries, merit, compression, and if classified staff get those things they've been hoping for.
      1. A survey will be sent around of what you'd like to see, and we ask that you will fill out that survey.
  - e. Important changes in past few years
    - i. Enrollment has declined in past 2 years.
    - ii. Seeking to keep FTE (full time enrollment) high in parallel with head count. We want to emphasize full time.

- iii. Degrees awarded has grown, as a result of the curricular change to 120 credit hours. Those numbers will start going down again. But that's 100 students more two years in a row that we have to replace.
    - iv. Believes our enrollment is not a sign that our reputation is receding or we lost a foothold in the marketplace.
    - v. We are staying pretty strong with retention.
  - f. Martinsburg Center –
    - i. We thought we'd lose about \$400,000 the first year, as a part of a long-term investment.
    - ii. We revenued about \$300,000. And expect that to go up in the future.
    - iii. While undergraduate enrollment is down 5%, our gradate enrollment is up about 8%.
  - g. State Support
    - i. We've lost about \$2 million in funding from the state over the last two years.
    - ii. We are the second worst state right now in reducing spending for education.
    - iii. We are hitting our bad times now and last year, whereas it hit other states 3 and 4 years ago.
    - iv. We will need to work on helping get that money back into our budget.
  - h. Salary Increases as Compared to Annual Inflation Rate
    - i. In 2009, inflation was 3.8% and we were getting about 4% increases.
    - ii. In 2010-11, most schools gave 0 raises. And we gave a 2.3% increase. In 2012, our raises dipped under inflation. And this year we are right at inflation.
  - i. Faculty-Administrators Ratio
    - i. In the past, you had 2-3 more faculty than staff. The national average has shot up higher to about 1.4, meaning fewer faculty and more staff. We are holding our own a bit with staff per faculty.
    - ii. Faculty numbers are up to 177 from 149 in 2010.
  - j. Revenue Source Allocations
    - i. In 2010, we had about 21% of budget coming from the state. Today, about 18% comes from the state. 35% comes from tuition and fees. Grants and contracts have stayed strong. Our auxiliaries has increased 2% to 35.32%. What this tells you, is we are becoming more and more independent. And that's why talking about sustainability is so important.
  - k. Expenses
    - i. In 2010, salaries and wages were about 42%. They are now about 47%. The state pays some of our benefits, which is why benefits percentage is down. We have shrunk supplies and services. We have fewer capitalization projects.
  - l. New Strategic Plan
    - i. A group has been working for about a year on a new strategic plan.
    - ii. We've decided with the turbulence in higher education, we have to be nimble and keep our balance. So the metaphor is fluidity, or moving over a river.
    - iii. The new plan has the same values as the old one, but we are placing it into a different environment.

#### **IV. Introduction of New Classified and Non-Classified Employees – Dr. Suzanne Shipley**

1. Ron Bleigh, University Police
2. Lindsey Bordovsky, Admissions
3. Paul Cutrona, IT Services
4. Julia Flocco, Student Affairs
5. Jennifer Hnatuck, Admissions
6. Matthew Jaskel, Residence Life
7. Julia Keough, Admissions
8. Michael Madden, Student success
9. Traci, Morris, Auxiliaries
10. Michael Szantyr, Facilities
11. Zi Wang, University Communications

12. Charles Blachford, Advancement
13. Shari Payne, Enrollment Management
14. Brian De Young, Financial Aid
15. Charles Nieman, Academic Affairs
16. Anna Barker, Finance

#### **V. Introduction of New Faculty – Dr. Christopher Ames**

1. Helen Baker, Lecturer and Field Placement Coordinator
2. Jamie Cluesman, Assistant Women's Basketball Coach and Lecturer
3. Jana Eckleberry, Head Coach in Women's Basketball
4. Radka Ferancova, Clinical Lecturer and Career Advisor in Department of Teaching & Learning
5. Jessica Graham, Human Performance Director
6. Shannon McCarthy, Visiting Assistant Professor of Graphic Design
7. Mohammad Moazzam, Visiting Professor in Computer Engineering

#### **IV. Reports to the Assembly**

##### **• A. Advisory Council of Faculty – Dr. Sylvia Shurbutt**

1. Noted that there are two reports with this information available outside.
2. Advisory Council is a state board and it advises the HPEC and CTE council and boards of governors.
3. Revisioning the curriculum, including General Studies, minors, and majors
4. WVU redid their curriculum and it is very like our general studies curriculum.
5. Every university has modified their curriculum to 120 credit hours.
6. Introduced to new Chief Academic Officer at the HPEC, Cory Dennison
  - a. Transferability – A major focus for this year.
  - b. Prior learning assessment – Troops will be coming back and getting benefits of the GI Bill.
  - c. Outcomes based funding – Has been put on back burner, because legislature is in such a bind. Anticipates Shepherd will do pretty well with this. There are funds that go along with these mandates.
7. Focused on one major issue for the year, one that is of unity
  - a. "West Virginia Higher Education: An Investment that Keeps Growing"
    - i. Tout a singular accomplishment:
      1. All WV faculty have worked and will have revised curricular content to better meet needs of the state.
        - a. WV ranks last among the 50 states in state support for funding for higher education.
        - b. WV needs an additional 20,000 degree-holders to meet projected workforce needs.
        - c. Senate Bill 330 – is a little quiet right now. When market studies are published, funding will have to come to fund that. The position of faculty is that funding must come from the legislature.
    - ii. Seek to urge the state to invest in higher education.
      1. Hoping that the state will put money into higher education, and the state will get a return from it, such as through income tax.
    - iii. Transferability
      1. The legislature wants something about the transfer of courses between institutions.
      2. Senate Bill 409 passed, but was held back by governor. This will give the universities a chance to institute transferability of courses.
      3. HB 4513 also contained draconian measures to ensure transferability.
      4. CTS would like to see reverse transfers

##### **• B. President of Faculty Senate – Dr. J. B. Tuttle**

1. Listed those who were elected into the Senate.
2. Standing committees elected their chairs. The names of these individuals were read.
3. Potential reorganization of schools
  - a. This is a huge topic, affecting all of us.

- b. As the VPAA finalizes the composition and constitution of that task, what is vital from the Senate's perspective, is that body and task force represents all departments from campus.
  - c. From a faculty senate perspective, members of a task force will make our top priority, making sure we are getting the info from each and every department that makes their desires clear.
  - d. Asked departments to transfer their wishes back to the Senate body.
- **C. Advisory Council of Classified Employees – Mr. Ken Harbaugh**
    - 1. Brian Hammond presented on behalf of Ken Harbaugh.
    - 2. Vice Chancellor of Human Resources resigned in May
    - 3. Trish Clay is now Acting Vice Chancellor for HR
    - 4. Hoping to have a new Vice Chancellor soon.
    - 5. SB 330 – Seeking to get input from highly qualified national human resources firms so it can be carried out for faculty, non-classified, and classified staff. A request for information has been put out.
    - 6. A number of organizations have expressed interest.
    - 7. Hope by middle of November, there will be a draft request for proposal.
    - 8. Anticipated release for final request for proposal should be by mid-December, with results in spring.
    - 9. All HR rule writing has stopped until the market survey is completed.
    - 10. In short, ACCE continues to be very active in driving the project toward completion.
  - **D. Chair of Classified Employees Council – Mr. Brian Hammond**
    - 1. SB 330 will impact all 3 groups on campus.
    - 2. Anything that classified employees can try and help with, they are for it.
      - a. We will be glad to give input and insight to try and assist with that.
      - b. Hope as classified employees to work with everyone towards the common goals of Shepherd.
  - **E. Student Life Council – Nicolas A. Pologeorgis**
    - 1. Dr. Pologeorgis not present.
    - 2. Student Life Council is meeting and seeking to update bylaws for the spring.

**V. Adjournment – Christian Benefiel**

Respectfully Submitted,  
Dr. Matthew J. Kushin  
*Secretary to the Shepherd Assembly*