**Meeting of the Shepherd University Assembly - Fall 2016**

Monday, September 12, 2016

4:10 p.m.

Erma Ora Byrd Hall Auditorium

I. Call to Order—Christian Benefiel

II. Approval of Minutes of the Spring 2016 Assembly Meeting —Christian Benefiel

Minutes are available here

<http://www.shepherd.edu/wordpress-1/wp-content/uploads/2016/08/Spring-2016-Assembly-MINUTES.doc>

**-The minutes were moved, seconded, and approved by voice vote.**

III. President’s Report – Dr. Mary J.C. Hendrix

**-President Hendrix expressed her satisfaction with her first six months in office, and looks forward to many opportunities to move the institution forward. Her full report is available** [**online**](http://www.shepherd.edu/wordpress-1/wp-content/uploads/2016/09/Presidents-ReportF16.pdf) **at the Shepherd Assembly website.**

IV. Introduction of New Classified and Non-Classified Employees – Dr. Mary J. C. Hendrix

**-Introductions had already been made at the New Academic Year Luncheon on September 1.**

V. Introduction of New Faculty – Dr. Christopher Ames

**Introductions had already been made at the New Academic Year Luncheon on September 1.**

VI. Proposed Amendment to the Constitution- Christian Benefiel/Dr. Christopher Ames

Strike the entire content of Article III, Section 6 and replace with

**Section 6.** The Assembly Cabinet establishes the Strategic Planning Committee.

* + 1. The committee recommends policies concerning long-range planning that will strengthen and support the University’s mission.
    2. The committee creates task forces as needed that routinely include members from across the University.
    3. The committee holds meetings that are open to the public and reports regularly to the University community
    4. Membership includes:
    5. 1 faculty member from each school
    6. President of Faculty Senate
    7. 1 dean, selected by Deans’ Council
    8. 1 vice president, selected by the president
    9. 1 representative of the Classified Employees Council
    10. Chair of the Classified Employees Council
    11. 1 student appointed by the Student Government Association
    12. 1 graduate student selected by the Graduate Council
    13. The Vice President for Enrollment Management or designate
    14. 2 members appointed by the President of Shepherd University to ensure ethnic minority and gender representation
    15. Provost

The chair will be appointed by the President.

VII. Proposed Amendment to the Constitution- Christian Benefiel/Dr Christopher Lovelace

Article 4, section 8 Strike the final two sentences of section so that it reads thusly

"The Faculty Senate establishes additional permanent committees directly responsible to it, at its discretion and in accordance with its bylaws. A description of the responsibilities, operational procedures, and membership will be found in the Bylaws of the Senate."

**-Discussion from the floor to ask for clarification, offer friendly amendments.**

**The ballot, with approved/amended language, was distributed via campus mail on Monday, September 19.**

**The ballots were counted on Wednesday, September 28 by members of the Assembly Cabinet. The results were as follows:**

**Amendment I passes,**

**Yea - 108**

**Nay - 11**

**Amendment II passes.**

**Yea - 113**

**Nay - 6**

VIII. Forum on potential move to electronic balloting on assembly issues - Christian Benefiel

**-Open discussion regarding possible methods of holding assembly votes online. Issues identified: anonymity/security of vote, integrity of voting process, potential lack of access to computers for some classified staff.**

**Generally speaking, the assembled members expressed approval for the idea of moving to an electronic process, if the aforementioned issues could be addressed satisfactorily. Members felt doing so would save time, and potentially provide greater security than the current paper/campus mail system.**

**Sakai, Survey Monkey and the BEACON (RamPulse) system are possible systems available to us.**

**The Assembly Moderator promised to work with University Communications to open a web forum to continue to gather ideas, issues, and solutions through the end of the Fall semester.**

**[Update: the forum was made available to the campus community on Monday, September 19, and will remain open until the Thanksgiving Break:** [**http://www.shepherd.edu/assembly/assembly-comments**](http://www.shepherd.edu/assembly/assembly-comments)**]**

IX. Special Election-Assembly Secretary

**-With the incoming Secretary having stepped down from the position, the previous year’s outgoing Secretary agreed to cover the Fall Assembly, until a new Secretary could be elected.**

**The Assembly received a nomination from the floor: Kristin Kaineg, Associate Professor of Graphic Design.**

**Nominations were closed, and Ms. Kaineg was elected by acclamation.**

X. Reports to the Assembly

A. Advisory Council of Faculty – Dr. Sylvia Shurbutt

*Report on the September 8-9 State Co-requisite Academy, Stonewall Jackson State Park (Complete College America):* Following through from a collaboration between Complete College America (CCA) and the WV Higher Education Policy Commission (HEPC), the HEPC and CCA held a Co-Requisite Academy at Stonewall Jackson State Park.  A team from each baccalaureate institution participated, as Series 21 mandates movement toward the co-requisite model within the next several years for gateway math and English.  Assessment data supports the co-req. model as most effective to increase student success and support retention, as well as to provide the most cost-effective remediation approach to counter falling enrollments and student attrition.  Universities and colleges attending the Academy worked two days on their plans for implementing the Co-requisite model of teaching entry-level math and English courses.  The data is amazing: from 13% passage of gateway math to 62% and from 37% passage of gateway English to 65%.  Of particular interest is the math component, which is moving away from the universal core requirement of algebra (except when calculous is needed in the degree) to offering students three pathways: **college algebra, statistics, and analytical reasoning.**  Each school came up with a plan that included Outcomes/Goals (short, medium, and long-term goals), Resources Needed, and Activities Required to implement the Co-Req. model within the next year.  The ultimate goal is to provide all students with the support they need to pass regular entry-level courses and to have them finish in a single semester.  (Email for “Co-requisite Remediation: Spanning the Completion Divide.”)

*WV Faculty Issues:*

*2016-17 West Virginia Higher Education Faculty Issues*

**Preamble: To provide a high quality and affordable education for West Virginians, and to recognize the continuum of state-supported learning, from Pre-K through college.**

**For the Legislature:**

1. **Create a steady stream of  increasing revenue for the higher education of West Virginia students**

Rationale: Access to higher education is essential to the economic viability of West Virginia.  It is thus likewise essential that a steady stream of funding be in place through whatever means in terms of appropriations

to ensure college affordability,

to meet workforce demands,

to ensure access for all,

to reduce the need for students to work more than 20 hrs. a week,

to reduce student debt (average debt for WV students is $30,000+),

to allow institutions to maintain an up-to-date and quality curriculum.

1. **Support the work of the HEPC, CTCC, and Boards of Governors at colleges and universities in administering higher education**

Rationale: The leadership provided by the HEPC and CTCC is essential for a vibrant, viable, and successful statewide system of higher education.  Through the rules (series policies) provided by the Council and Commission, consistency in terms of institutional policies and curricular innovation and delivery is maintained among the varied institutions throughout the State.  Through crucial data and information provided and disseminated by the Council and Commission, colleges and universities in the system can continue to innovate and grow programs that meet the economic and workforce needs of the State.  Through the leadership and systems provided by the HEPC and CTCC (i.e., transfer and articulation portals, coordination of programs such as RBA Today, etc.), colleges and universities have access to resources that allow them to continue to offer accessible, affordable, and up-to-date learning programs.  The West Virginia Council for Community and Technical College Education and the Higher Education Policy Commission assure West Virginians have access to credible, accredited, accessible, and affordable means of meeting the challenges of these difficult economic times.

**For the HEPC/CTCC and Institutions of Higher Learning:**

1. **Promote faculty rights and ethical behavior through educating administrators and faculty**

Rationale:  One of the most salient issues that has come to the ACF in years is the issue of faculty rights and ethical behavior of both administrators and colleagues who hold positions of authority.  For example, department chairs are often selected from faculty ranks, and when they come into positions of power may overstep and overreach.  Likewise, some administrators may misuse their positions to “bully’ and abuse faculty charged with maintaining the curricula and accreditation reporting of programs or who serve in positions of leadership.  Systems in place at most institutions provide for grievance processes that simply go up through the ranks from department chair to dean to provost which serve to protect the administrative system already in place and may not be “disinterested.”  The HEPC/CTCC can provide leadership in terms of **skills-set training for chairs and deans** that can encourage ethical behavior.  Certainly, standards of behavior do a great deal to counter propensities toward “bullying” simply by being articulated and in place.  Just as the HEPC has provided students with a disinterested body to settle transfer and articulation issues, **an HEPC/CTCC Civility Commission would provide a disinterested body and a final solution for determining ethical behavior.**

1. **Include faculty in decision-making processes that create initiatives and policies.**

Rationale: For the past several years both the Council and the Commission have made attempts to include the faculty voice in decision and policy making, as well as in programs to institute those policies and rules that keep the system viable.  The faculty voice is essential, as faculty provide the knowledge and expertise to initiate and maintain programs that move the State of West Virginia forward.  The continuation of faculty “interim reports” to the HEPC and CTCC, the continuation of utilization the faculty in such programs as the recent CCA/HEPC Co-Requisite Academy, the continuation of soliciting faculty input into new issues and rules is essential for a strong and vital system of higher education that addresses West Virginia’s challenges today.

B. President of Faculty Senate – Dr. Christopher Lovelace

Faculty Senate report to the SU Assembly, Fall 2016

Senators are elected in the spring of even-numbered years to serve two-year terms. The new Faculty Senate was seated at our last meeting in April. I’d like to thank all of the returning and new Senators for the work they do on behalf of their departments and the University. I’d especially like to thank Senator Mary Hancock for stepping up to serve as Senate Secretary and Senator Jeff Groff for agreeing to serve as Senate Parliamentarian. I’d also like to thank, on behalf of the Faculty Senate, JB Tuttle for his tireless work as Senate President over the last four years.

Since JB’s report at the spring Assembly meeting, we have had only one Senate meeting, the one in which we seated the new senate and elected committee chairs and representatives. I would like to say that we look forward to working with President Hendrix and her administration in the coming years. I’ve already had one conversation with President Hendrix, and I’m encouraged by her dedication to open dialog and transparency. As one of our first orders of business, the President has asked that the Senate begin the process of compiling a list of potential speakers for the 2017 Commencement ceremony. We will begin this process at our first meeting on Monday, Sept. 19.

C. Advisory Council of Classified Employees – Mr. Ken Harbaugh

It has been a very short time since our April meeting with nothing much happening in Charleston.

The ACCE is in the process of forming to good relationships with legislators in leadership positions. We at Shepherd need to do the same with our local delegation: Del. Espinosa, Del. Skinner, Del. Faircloth, Del. Upson, Del. Duke, Del. Cowles, Del. Blair, Del. Householder, Del. Folk, Sen. Unger, Sen. Trump, Sen. Blair, Sen. Snyder.

The ACCE is also hoping to develop a more solid bond with our own administrations and the Advisory Council of Faculty, with the goal of having a seat at the table when state policy makers are discussing/deciding the future of higher Education in West Virginia.

The market survey for the classified has been mostly completed by the Mercer Corp. Hopefully the rule writing process for the new compensation system will start soon.

Mercer suggested reducing the number of pay grades in the classification system from 25 (only 18 or so were used) to 12.

The survey found that some job titles at Shepherd are further behind than others with a cost of about $70,000.00 needed to bring those employees up to **our local** **market**. The wage issues are mostly in the lower pay grades with classified employees who have little time in the job.

A new minimum salary floor of $19,200 has been recommended as the lowest pay grade for a full time classified employee. That means a minimum starting wage at Shepherd for classified will be about $9.85 per hour when Shepherd finds the funds to make the wage adjustments.

D. Chair of Classified Employees Council – Mr. Brian Hammond

The Council is still keeping an eye on the movement of the market study. Since the beginning of this calendar year, we have seen little movement. The market study was released to a very limited distribution of groups, but that was early this year and nothing further has progressed. This is distressing because the Classified Employees are under a classification system put into legislation 23 years ago with job classifications and duties not updated since that time. The salary schedule was put into effect at the same time and revised in 2001, but it has not been revised since with its relevance becoming more and more decayed as time passes.

The change in the Federal Fair Labor Standard Act, which takes effect in January 2017, will impact classified employees the most of the three employee groups on campus. A fairly large proportion of classified employees who are currently exempt from the FLSA will become non-exempt. This means more of the classified employees will qualify for overtime which do not currently do so.

Shepherd is to host the Advisory Council of Classified Employees for their October 2016 meeting. This meeting will take place on Monday, October 17th, in the multi-purpose room of the Robert C. Byrd Center for Congressional History and Education. This meeting starts at 9 AM.

E. Student Life Council – Dr. Jonathan Gilkerson

The SLC has been meeting this academic year. We have met twice.

We have elected officers for the academic year.

We have approved 1 student club, and are currently discussing another.

SLC has proposed a number changes to our By-Laws. A few of these changes require changes to the Shepherd Constitution; most do not. For the revisions that require changes to the constitution, we will pursue those at the Spring Assembly. For the rest of the changes, we would like the Assembly to vote on those today.

The Assembly voted to approve all changes to the By-laws for SLC with the understanding that those changes which require editing the constitution would not take effect until SLC brings those edits to the assembly in the spring.

XI. Dismissal- Christian Benefiel

// The current amended version of the constitution can be found here http://www.shepherd.edu/assembly

// Proposed Changes To the Constitution are listed here- http://www.shepherd.edu/assembly/constitutional-amendments