MINUTES OF ADMINISTRATIVE COUNCIL, 04/15/2004
8 a.m., Cumberland Room

Present: Adams, Benedict, Boyer, Carter, Cater, Dunlop, Dwyer, Haines, Kipetz, Langford, Lingenfelter, Owens, Rohel, Schipper, Seffers, Starliper, Stern, Stevens, Sturm, Thompson, Vigil, Warburton, Yanna

Dunlop: Began discussion with the question of budget cuts. Yes, they are probably coming, as they did last year, where increased tuition and enrollments eased the burden on budgets. We do not yet know the amount we will be allowed to increase tuition, nor what the enrollment numbers will look like, so no real idea yet of what the budget impact will be. The proposed budget actually allows for no cuts, and even a proposed increase of 2.8% to the overall salary budget. But much of that will be entirely dependent on numbers we do not yet know. The Board of Governors has reluctantly approved an 11% increase to tuition and fees, but the HEPC must approve it.

Benedict: Many faculty searches are underway in Arts and Humanities, and all are going well, with many excellent candidates who are accepting contracts. He encourages all to take advantage of the many cultural offerings in the spring.

Stern: Urged all supervisors to seek out resources regarding sexual harassment, including a video and outline for the recent speaker. Recruitment of faculty across the institution is going well. Our advantage is that unlike other schools, we are hiring for tenure-track positions.

Adams: Student Affairs is persevering “asbestos” they can.

Starliper: May 7 is the deadline for open enrollment and filing the tobacco affidavit. April 15 is the deadline for non-classified employee evaluations; June 30 for classified employees.

Yanna: Two more sections of Shaw and Thacher have been cleared: as critical possessions are cleaned and released, the room itself is sealed off, cleaned, and tested aggressively. Based on the results of those tests (all have been very clean so far), the students are now allowed to return to claim the remainder of their belongings, including clothes. Once the room is completely empty, we will remove all detachable furniture, so that abatement teams can come in. Once abatement is completed on an entire floor, renovation will begin: ceilings, carpets, lighting, previously-identified hazardous materials, smoke detectors, and windows. (Dr. Dunlop publicly thanked Dan as well as the Student Affairs team for the unbelievable amount of work and service to the institution; and thanked the faculty for accommodating their students in this situation.) Dan’s team is also completing abatement projects in Snyder 14/15/16, and is proceeding with hirings to replace vacant and retired positions.

Langford: Just returned from an emergency auditors’ meeting, related to a newly-mandated software interface for the Purchasing Card, which will immediately draw funds
from the appropriate departmental budget. This will require a significant IT commitment to set up.

Lingenfelter: Looking at third-quarter financial statements, and hoping for a turnaround on declining portfolio values. Foundation/Advancement is in the process of restructuring to prepare for a significant capital campaign. Marie Carter is heading the search process for the new VP for Advancement.

Owens: Has been asked to steer the Advancement office until a VP is hired. Alumni Office has selected the Outstanding Alumni for 2003-2004: Agnes Tabler and Julie St.-Marie. They will be honored on Friday, May 21.

Schipper: The library has a new Polycom video conferencing system available, and thanks David Thompson/IT Services for assistance in the purchase and set-up. The system will allow real-time meetings/conferences to occur with the aide of a monitor or TV, and will also record events and meetings for training and presentation use afterward, if a VCR is used. The unit/TV/VCR is available in room 256 of the library for faculty/staff use (seats 29). The new 24-hour room in the library is available and is being used daily by students in a responsible manner.

Stevens: The opening date of the apartment-style residence complex has been moved back to Fall 2006, to give RLO additional time to prepare and recover from Shaw/Thacher. (President Dunlop added that the cost of the Shaw/Thacher situation will be covered by the new infrastructure bonds.) Shepfest is May 1, and Midnight Breakfast is May 6.

Thompson: Expressed pride in the university for the way all departments have worked together this semester. Reminded all that power will be down Friday afternoon for 15-20 on specific systems (not registration, but he will watch). IT is going to be renovating the student computer lab in White Hall to increase student usage. The Technology Oversight Committee (TOC) has put out a call for proposals to academic areas for computer lab replacement, using a 3-year replacement cycle). After those proposals are considered, a general call will go out if there are funds still available. (President Dunlop reminded all that the new computers purchased as an option for Shaw/Thacher students have not been fully used, so there is inventory available for departmental purchases at cost.)

Rohel: Thanked the community for being accommodating with schedule and location changes in the College Center, made necessary by the Shaw/Thacher situation.

Seffers: Encouraged attendance at the Masterworks concert at 8 pm. on Sunday, May 2, in the Frank Center. Ballots for the constitutional amendments discussed at the 4/12 Assembly meeting will be distributed on Monday, 4/19, and must be returned in the attached envelope by Monday, 4/26. The Commencement Committee is appealing for staff to assist at Commencement on Saturday, May 22. Comp time as well as a “Commencement Staff” pass will be offered for those who will help direct guests, take tickets, etc—please contact Tracy. The new website for the Registrar’s Office went live
last month, with positive reviews. Summer and Fall 2004 pre-registration is underway for current students, with no system load problems. The third training session of “RAIL for Faculty” will be offered (just in time for final grading) at 3:30 pm, Wednesday, April 21, in the White Hall lab (she will be available beginning at 3:00 pm to assist with login procedures). Register through Myra Newbraugh in IT Training.

**Dwyer:** Has completed assessment testing using a new test, which will give better information back to the departments. Look for upcoming presentations from faculty members who have revised their courses for using the principles of active learning, as well as for a new seminar on active learning during Commencement week. First-Year Experience courses are expanding in the Fall, to include Interest Groups of 15 students with one faculty/staff mentor. Title III monies will help with the expansion—expect to hear about the grant’s success around the end of May. Distributed policy on sexual harassment, and will make a video recording of the recent presentation on sexual harassment available through her office. (President Dunlop urged offices to use these resources, and to refer such problems immediately up the chain of command so that the legal issues can be addressed appropriately.) Her office will be sponsoring Relaxation Yoga Sessions for students and faculty/staff before final exams.

**Warburton:** Thanks to Tim Haines for the new Faculty Senate website. The Senate bylaws will have to be revised (again) to take into account the recent changes at the institution. The Curriculum and Instruction Committee chair will change as well. Merit pay applications are underway. He commends faculty members who have been very generous with their own resources for Shaw/Thacher students.

**Cater:** The Men’s Tennis team has won 18 straight matches, thanks to strong players like Mike Farrell, and is a favorite to win the Conference. We may be able to send both the Men’s and Women’s teams to NCAA. Charlie Drummond is on his way to a home run record for the institution and the Conference.

**Sturm:** Financial aid packages have gone out and there are approximately 100 new Promise Scholarship recipients for the upcoming year. All returning students who complete their paperwork on time will be awarded prior to the end of the semester.

**Haines:** Due to the changes brought by SB 448, he is now the Chair of the Classified Employees Council. The CEC will be hosting the annual Luncheon and Business meeting. All employees are welcome, and the cost will be only $4.

**Carter:** The search for the VP for Advancement has been advertised widely.

**Kipetz:** Has been awarded a grant to pursue joint Master Planning with Shepherdstown. There will be a planning session on Saturday, 6pm, in the Ram’s Den, and she urges people to come and support this community-building grant process. Individuals may also be invited especially to attend, but all are welcome. Strongly urged for volunteers for Midnight Breakfast, since Student Affairs staff are already stretched to their limits. The
staff continues to need volunteers for the Shaw/Thacher process every day 10-6 (urgent need from 4:30-6).

**Dunlop:** Touched on other changes brought by SB 448—relationship between Shepherd and the CTC, and the name change to Shepherd University.

Dr. Checkovich is now President (rather than Provost) of the CTC, and reports directly to the Shepherd Board of Governors. The Chair of the CTC Board of Advisors now becomes a voting member of the Shepherd Board of Governors, until CTC gains full accreditation. At that time, the Chair will remain on the BOG, but as a non-voting member; and other structural links between the institutions will be legally severed. We are working to negotiate a mutually agreeable administrative relationship, at the same cost-for-service now covered by the CTC tuition and fees. However, much will depend on the CTC Statewide Council: the cost-for-service algorithm they develop may not be financially favorable to us. He is concerned that the CTC Statewide Council is focused on developing a 2-year “baccalaureate-equivalent” degree, which no one really has defined yet.

The change to university status will help us continue to move forward, especially as the CTC essentially becomes “competition” for students in the Eastern Panhandle. The other factors moving us forward: tenure-track faculty hiring, and a total of $45 million in new construction projects. No other institution in WV is showing this kind of momentum.

How do we make the sudden transition? We of course had hoped for a future implementation of a name change, but that didn’t happen. Valerie Owens is working with Creative Communications (current contract for Admissions materials) to redesign our logo and all stationery systems. Focus groups will be consulted end of April on the redesign, which will be completed in time for August. The main website will have to be changed—a huge undertaking for Tim. Press and sports releases, the Record, all new brochures, even the Banner system, already reference the new name. Offices should continue to use their existing Shepherd College stationery stock. If they run out of old stock before the redesigned system is available, Ken will have generic SU supplies available. Any remaining old stock when the new system comes out should be recycled through Ken’s office to avoid waste. Legal name changes to federal/tax identity are significant.

A transition team will help try to address all of the issues. President Dunlop invited suggestions around the table for how the name change will affect individual units (forms, publications, documents, etc).

The meeting adjourned at approximately 10 a.m.

Respectfully submitted,

Tracy Seffers, Registrar
Secretary to the College Assembly