Minutes of the Administrative Council
8/19/2004, 8:00 am
Storer Ballroom


Boyer: Campus Police are very busy, but are seeing some good changes in the parking situation. New commuters are adjusting. The added capacity is still not being fully utilized, but will be great to have available for special events.

Yanna: Physical Plant is in high gear. New Shepherd University signs are in place up and down I-81. Ikenberry changes include the new ramps currently being installed, and eventually an elevator addition. McMurran Hall will be renovated and re-painted soon. Discussions are ongoing for continuing to improve the Rt. 480 crosswalk. [President Dunlop congratulated Dan’s crew on the renovations to Shaw and Thacher over the summer.]

Vigil: Lots of books have been sold, lots of Rambler deposits are coming in. Students are also using the Shepherd bookstore online options more and more. Began a discussion of how the bookstore communicates its procedures.

Haines: Classified Employees’ Council has been meeting to discuss salary schedules. The Legislative subcommittee meets in September and is always open to feedback.

Adams: Reported a great opening of the school year, especially the Day of Service and the help that older students gave to the new students moving in. Rave reviews for all the service which our students and staff provided to the community.

Dwyer: Her office has been involved in directing the First-Year Experience programs, including Interest Groups, small groups of 15 new students working with a faculty mentor throughout the semester. Learning Community courses are all full. The Convocation was well-attended. Training on WebCT is ongoing, and her office is working with a Learning Community of new faculty, to orient them to the institution.

Lingenfelter: Their office has enjoyed the move to McMurran, and is finishing up the fiscal year audit. They will break the $20 million barrier at the Foundation! The Scarborough Society Gala cleared $13K, well over last year’s total for the event. Many thanks to Valerie Owens for acting as interim Vice President, and they are looking forward to welcoming the new VP.

Langford: Their office also moved during the summer, and has been very busy. The office is working towards unifying the travel card and the p-card
Magee: The institution will be borrowing money. Our underwriters (Farris, Baker, Watts) are looking at two bond issues: $1.8 million for Shaw/Thacher renovations; and $3.3 million for roadway and infrastructure improvements on West Campus, as Phase 1 of a long-term project including new residence halls.

Thompson: IT Services is working on many network infrastructure projects, preparing for increased demands on the system.

Stevens: Will be meeting with the residence hall architects, and will be on track for a Fall 2006 opening. They have had continuous occupancy, and a great move-in day. All students temporarily housed in lounge areas have been moved into rooms. Reports less than half a dozen Shaw/Thacher claims left to process, and about 250 have been settled so far. [President Dunlop gave kudos to Richie and Sharon and the entire Student Affairs staff, for handling the Shaw/Thacher crisis so positively.]

Kipetz: Since March, a lot of Student Affairs initiatives had been put on hold, so they are looking forward to a normal year. Dave Cole was hired at the beginning of July (and many thanks to Quincy for handling that role in the interim). On September 16, Jack Smith of the University of Illinois at Carbondale will join Student Affairs (with thanks to Scott Henderson for filling in). Student Affairs will soon begin a search for a Line Manager in the Dining Hall. The proposed Master of Arts in Student Development and Administration has been approved by the Board of Governors, and Student Affairs staff have published three articles in preparation for offering that degree. Student Handbooks are available in the SA Office.

Owens: Welcomes the new Assistant Director of Alumni Affairs/Annual Fund, Jennifer Spataro. Pat Poffenberger came out of retirement to help the Alumni Office. The new Magazine has a new name and a new look, and is out on the website. The Shepherd University logo design team is still at work, but is hopeful for a September roll-out. People may notice Shepherd University ads on the backs of Pepsi trucks, part of the exclusive contract with Pepsi.

M. Carter: Welcomes Kim Scranage, the new Director of Admissions. It has been a wild summer, with lots of business to take care of, and lots of improvements. The enrollment numbers look good and will continue to grow. Commends her team, since the growth of enrollment among continuing students points to greater and improving services.

Scranage: Thanked Mr. Wolf for his assistance during the transition of directors. Admissions has three positions open, and will be hiring two new counselors.

Maxwell: Is Director of the Library, since Dr. Schipper left Shepherd over the summer. The semester opened well, and is working with some temporary staff. Liam Kennedy also left this summer.
**Stern:** 26 faculty left over the summer, and so we have a lot of new faculty, including some very strong hires in CIS, ENGL, HIST. Searches are coming for Dean-level positions in the Library, Professional Studies, and Graduate Studies. Shepherd is trying to move from an undergraduate institution in terms of North Central accreditation, to a limited graduate/Master’s institution. This change will go before all governmental units, then to the Board of Governors. Dr. Myers has announced her retirement, so the search will begin soon for an Institutional Researcher. Reported that Kim Scranage met with the Deans, to determine admissions targets for the upcoming year. Faculty are expanding their course development incorporating WebCT, with the goal of making all General Studies courses available online. Distributed summaries of proposed graduate programs: Master of Business Administration, Master of Arts in Teaching, Master of Music Education, Master of Arts in Student Development and Administration.

**Sturm:** With the Data Custodians, has developed a draft of an institutional email policy, which is being sent to the Faculty Senate as well as to student groups. The policy establishes email as an official means of communication within the institution. FAO survived the beginning of the semester, and brought a secure shredding service to campus for its annual visit.

**Wolf:** Athletics is moving along with the Fall program, and the schedule is on the website. Media Day for the football program will include football and soccer scrimmages—predicting a better season than last year! Is discovering that West Virginia schools are more restrictive in giving scholarships than Pennsylvania schools, which affects recruitment.

**Warburton:** The Faculty Senate has been reconstituted and will be revising language again. September 21 will be the first Faculty Senate meeting for the year, with no items yet for the agenda. During the year, FS must deal with an inclement weather policy for exams, promotion and tenure issues, the grade appeal committee, revising the faculty handbook, and information security.

**Seffers:** Shepherd just awarded 66 new degrees in August. Add-drop continues through 4 pm on 8/20 in Ikenberry and on RAIL. A new, secure, web-based transcript request function is available on RAIL, using credit card as payment. Online enrollment verifications will be available for students by the end of August, and will be updated monthly. Fall grade reports will be printed and mailed only to high school students and freshmen; all others will receive a secure, electronic grade report delivered to their shepherd.edu email address. We have ordered a new Shepherd University diploma plate through Jostens, and will be mailing reprinted Shepherd University diplomas to all 2003-2004 graduates.

**Rohel:** There are big changes for the College Center beginning with the summer and fall semesters: tables, lighting, restrooms, a college history display, game room, artwork displays, gas fireplaces, baby chairs and changing stations for non-traditional students and their children, signage, carpeting, and of course the name change from College
Center to a name still to be determined. Performing Arts at Shepherd Series (PASS) tickets are now available, as are seats on the Gateway bus trips to DC and Baltimore.

**Dunlop:** Shepherd is moving forward with its new relationship to the Community and Technical College through Memoranda of Understanding with administrative/service offices. It will seek separate accreditation with North Central between October and March. We will purchase ACFN courses; they will purchase administrative and student services and General Studies courses. Emphasized that with a change in governorship coming, it is all the more important that university presidents and the HEPC must speak with one voice.

Nursing ASN and BSN programs both received full accreditation.

His office is in the process of appointing committee memberships. Has also been hosting visits from the local high school counselors and principals, as a way of building relationships and reinforcing the change to university status.

The $10-12 million Higher Education bond is still an issue. HEPC may pass an emergency measure to allow the bond to go forward. A delay would not necessarily be a bad thing, since we have a deadline to spend funds once approved. Funds would be earmarked for, among other things, spaces for the Nursing and Art programs.

Media has been reporting Shepherd changes, including Channel 10. U.S. News and World Report put us in the top 5 of comprehensive public institutions in the South. Competition for higher education students is increasing in the Eastern Panhandle, so all our improvements will be geared toward becoming ever more competitive.

Budget cuts are again likely. Shepherd will begin a push for increased private funding (Alumni, Foundation, CATF) to lessen our dependence on decreasing public funding.

Salary increases will **average** 2.8%--will not be 2.8% for everyone, based on HEPC salary policy, and will not be retroactive to July 1. Emphasized that state institutions cannot spend one-time bond and capital funds on salaries, but must use them for repairs and renovations--particularly important given the increased competition for students, who often make enrollment decisions based on the condition of campus facilities.

After additional general discussion of salary, the meeting adjourned approximately 10am.

Respectfully submitted,

Tracy Seffers  
Secretary to the Assembly